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ELIZABETH DAVID

OBJECTIVE

To join a collaborative and friendly team in a dynamic and modern organization, in order to to fully exploit my skills in human resources and change management.

With more than seven years of experience in human resources, four at management level, and constantly looking for new practices, I aim to apply my expertise ensuring the performance and well-being of the teams, in order to optimize the organizational performance.

SKILLS AND EXPERTISE

- Systems implementation such as HRIS, payroll, LMS, hoteling
- Complete payroll and compensation cycle
- Technical talent acquisition
- Acquisition and integration of companies - HR perspective
- Development of HR practices and policies
- Change management
- Audit process; ISO, SOC, etc.
- French and English bilingualism
- Proficiency in Microsoft Office, G-Suite, InSync (Ceridian), Vantage (Epicor), Nethris, TeamPay (ADP), Netsuite, Concur, Atlassian, Jira, BambooHR, Percipio Skillsoft, Envoy, Trendata
- Interpersonal skills, sociability and teamplayer
- Preference for the “project management” approach and continuous improvement

PROFESSIONAL EXPERIENCE

June 2021 to date - HUMAN RESOURCES BUSINESS PARTNER, HIVESTACK INC.

Founded in 2017 and counting 140 employees around the world, Hivestack is an Adtech and pDOOH company headquartered in Montreal. The company offers a platform and a service allowing the targeted distribution of advertising content via exterior digital supports.

Responsibilities:

- Support to employees and managers
- Implementation of the Learning Management System (LMS) and the compliance program
- Development and deployment of the performance management program
- Development, update and application of HR policies and practices
- Improvement and maintenance of the human resources management information system
- Creation of the salary structure
- Creation of various training materials for employees and managers
- Compliance of SOC2 standards - Human Resources component
- Return to work planning and implementation of the hybrid model

December 2018 to June 2021 - HUMAN RESOURCES MANAGER, VIDERI NORTH CORP.

Founded in 2013 and counting 140 employees, VIDERI is a high-tech company headquartered in New York. The company develops hardware and software for digital canvases used for advertising, informational or artistic purposes.

Responsibilities:

- Support to all employees and members of the management of the VIDERI office in Montreal
- Development, update and application of HR policies and practices
- Payroll processing for the Montreal office
- Administration of the group insurance program
- Talent Acquisition
- Implementation and maintenance of the human resources management information system
- Deployment and application of the performance management program
- Support to the legal team in terms of Canadian and Quebec labor laws
- Support to the finance team in terms of deductions and Canadian taxes and various obligations (i.e. 1% law)
- Responsible for Culture activities (social activities, recognition, etc.)

April 2017 to December 2018 - HUMAN RESOURCES MANAGER, GGI SOLUTIONS (GGI INTERNATIONAL)

GGI Solutions, formerly GGI International, has worked for more than 30 years in technologies related to user-machine interfaces (HMI) for different domains; medical, aerospace, industrial, military and transportation.

Responsibilities:

- Support to all employees and managers - 200 employees
- Management of the HR team (2 employees) and member of the executive committee
- Development, update and application of HR policies and practices
- Payroll processing
- Maintenance of the training and skills development program
- Administration of the group insurance program
- Conduct of the staffing and recruitment process
- Development and respect of the annual HR budget
- Implementation of a new payroll system and cycle
- Implementation and application of the performance management program
- Responsible for compliance with Canadian and Quebec labor laws
- Responsible for the HR integration during the acquisition of 2 other companies located in Canada and the United States
- Implementation of the voluntary retirement program
- Responsible for Culture activities (social activities, recognition, etc.)

January 2015 to April 2017 - HUMAN RESOURCES TECHNICIAN, GGI SOLUTIONS (GGI INTERNATIONAL)

Responsibilities:

- Support to all employees - 200 employees
- Application of HR policies and practices
- Payroll processing
- Administration of the group insurance program
- Participation in the recruitment process
- Support in the performance management program
- Responsible for uploading HR data in the ERP system
- Processing of employees' files
- Assistance to the HR Director
- Responsible for Culture activities (social activities, recognition, Newsletter, etc)

ACADEMIC BACKGROUND

- HEC MONTREAL - Specialized Graduate Diploma – Organizational Development

- HEC MONTREAL - Certificate – Human Resources Management
- MONTREAL UNIVERSITY - Bachelor's degree – Science and Mathematics
- UNIVERSITY OF QUEBEC IN MONTREAL - Bachelor's degree – Environmental Design

VARIOUS

- Organization and participation in fundraising activities for the "Relay for Life" of the Canadian Cancer Society five consecutive years
- Member of the Health & Safety Committee, of the Francisation Committee and of the Environment Committee at GGI Solutions
- Interests: nature and hiking, video games, good food!

REFERENCES

PROVIDED ON REQUEST