

GOAL: Seeking a Senior Leadership Role within a progressive organization

EXPERIENCE:

- Senior Management of Human Resources
- Senior Leadership of Health & Safety
- Senior Leadership in Contracts Management

WORK EXPERIENCE

2007-Current

Senior Manager | *Mattina Mechanical Limited*

Currently working on contract with, a medium - sized Mechanical Contractor with responsibilities for, Corporate Human Resources, as well as Health & Safety and Contracts Management.

Human Resources Leadership Accomplishments

- Designed, wrote and implemented new corporate HR Policies, recruited all Professional and trades staff and consulted with Site Staff on discipline issues.
- Designed and implemented corporate Training Matrix for all staff.
- Recruited Purchasing professional and helped develop Inventory Control and Asset Control procedures.

Health & Safety Accomplishments

- Designed, wrote and implemented new corporate H & S Policies and related Standard Operating Protocols and established the JHSC.
- Lead corporate H&S Training activities and introduced; WHMIS, Fall Arrest, Accident Investigations, Workplace Inspections, Hazard Assessments and Confined Space training.
- Routinely participated in Site Audits/Inspections and Toolbox Safety Talks and consulted with Site Supervisors on H&S issues.
- Helped dramatically reduce accident Frequency and Severity.

Project/Contracts Management Accomplishments

- Introduced &/or improved; Pre-Project Planning, Project Schedules, Budget Review, Daily Activity Reporting, Two Week Look Ahead, Two Month Look Ahead, Milestone Comprehensive Reviews, & End of Project Evaluation.
- Working with the owners, prepared all correspondence addressing Commercial issues and managed the Commercial disputes.

2000 – 2007

President | Provincial Safety Partners Group

Established **The Provincial Safety Partners Group**, a company serving the Health & Safety management needs of small and medium - sized employers in the service, manufacturing and construction sectors.

Professional Accomplishments:

- Developed 1st Safety Group in Niagara Region
- Developed & Implemented new H&S Policies & Protocols
- WSIB Claims Management
- Preparation for "Workwell" Audits
- Management, JHSC & Staff Training
- Third - Party Work Place Audits/Inspections

Operations Manager – North America | Textron-Kautex Division

1998 – 2000

Professional Accomplishments:

- Reporting to the President, I worked with a multinational team and coordinated the building, commissioning and start-up of three large manufacturing facilities in Windsor (Ontario), Avilla (Indiana) and Pueblo (Mexico).
- Established and implemented operating policies for all administrative functions including Manufacturing, Human Resources, Employee Orientation and Health & Safety.
- Comprehensive Training with all Managers, Supervisors and Staff.
- Introduced Just-In-Time technology, techniques & systems.

President | A. Settle and Associates

1986 – 1998

As President, I established **A. Settle & Associates Limited**, a multidisciplinary company involved in providing analysis and support to Service, Manufacturing & Construction sectors in: Corporate Performance Improvement, Japanese Management Systems and Human Resource Development. Personally led all activities involving Construction Sector Employers.

Professional Accomplishments:

- Working with Owners, Trustees, Bankers, Accountants and Public officials, I effected substantial Corporate Performance Turnarounds.
- Successful Collective Bargaining with Clients' unions
- For 10 years, personally managed Corporate Performance Improvement initiatives for **Kvaerner Constructors** leading them from sub-standard to Award Winning Safety Performance.

Corporate Human Resources Manager | Parker- Hannifin Canada 1982 - 1986

Professional Accomplishments:

- Managed a growing network of 15 facilities across Canada with 150 non-union and 100 unionized staff.
- Coordinated all aspects of HR and H&S Policy Development, Collective Bargaining and dispute resolution
- Travelled extensively through Canada to Set-Up and orient staff for new Sales, Service and Manufacturing facilities.

Human Resources Manager | St. Joseph's Hospital, Hamilton 1978 - 1982

Human Resources Assistant | STELCO 1972 - 1978

EDUCATION

Bachelor of Arts 1971

Psychology and Business

Mini MBA Program (sponsored internally by Stelco) 1973 - 1974

Advanced/Lean Management Principles 1998

SKILLS

- I have developed strong expertise in: Health & Safety leadership, Project Management, HR Leadership, Business Systems, Policy Development, Dispute Resolution as well as Effective Presentations & Effective Writing.
- I have a good working knowledge of Construction and Manufacturing technologies and processes. From 1995-2007, I provided an Employee Advocacy service for over 1000 employees of Alliance Fitness that routinely tested by Labour Relations and Employee Advocacy skills.