

VIRGINIA BRINKERHOFF

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HUMAN RESOURCE PROFESSIONAL

Accomplished, energetic, results driven professional with established record of conflict resolution, talent assessment and executive coaching. Expertise in developing business driven human resource solutions that improve the bottom line. Trusted advisor to senior management. Recognized for producing impressive results through focused and innovative execution. Excellent communications and interpersonal skills. Strategic and tactical expertise includes:

- Human Resource Policy
- Alignment of HR with Corporate Strategy
- Recruiting and Staffing
- Succession Planning
- Performance Management
- Employee Relations
- Compensation and Benefits
- Executive Relocation

PROFESSIONAL PROFILE – ACCOMPLISHMENTS

KONICA MINOLTA

Sensing Americas, Inc. (Instrumentation business with \$15M in revenue)

1982 - 2008

Subsidiary

Human Resource Professional (2007 – 2008)

- Evaluated systems and procedures and proposed automation to generate revenue and decrease cost. Recommended transfer of the warehouse in-house, resulting in \$100K monthly savings potential.
- Fulfilled staffing requirements and provided service for the past seven years as a division of corporate to include placement of the Vice President, Sales and Marketing, Marketing Support Managers, IT professionals, Credit and Accounting Managers as well as administrative support staff.
- Decreased receivables by 42% by facilitating meetings and cultivating cohesive teams.
- Developed, presented and implemented Employee Handbook and T&E policies and procedures.
- Established job descriptions and conducted Fair Labor Standards review. Initiated compensation plan and proposed suggested pay and FLSA adjustments based on market value. Revisions results in increased morale, productivity and employee retention.
- Investigated employee relations issues; and, successfully avoided litigation.
- Created performance appraisal program consistent with management objectives.

Printing Solutions U.S.A., Inc. (Printer - fax business with \$22M in revenue)

Subsidiary

Human Resource Professional (2006 – 2007)

- Co-led corporate relocation from Mobile, Alabama to Ramsey, New Jersey.
- Initiated aggressive hiring initiatives to include IT, finance, middle management and administrative support.
- Independent hiring initiatives resulted in 40% savings.
- Managed office and fulfilled staffing requirements concurrent with severing 600 KMPI jobs and placing talent at sister companies and surrounding firms. Transfers resulted in \$500K severance savings.
- Lead resource for combined workforce of 360 to respond to HR staffing, performance management, benefits, employee relations; and, ADP - HRIS related issues.
- Spearheaded, along with legal counsel, mapping 401K funds from one investment institution to another.
- Implemented 401K, Healthcare and Flexible Spending Account plan design changes.
- Developed 2007 Healthcare and FSA communications and enrollment materials.

- Facilitated FMLA and Worker's Compensation claims; and, reasonably accommodated return from leaves of absences.
- Resolved harassment complaints resulting in zero claims litigated.
- Developed performance evaluations, communications, and salary grid and performance improvement plans.
- Coached senior leadership with the performance appraisal and career development processes.

Photo Imaging, U.S.A., Inc. (Consumer Products group with \$287M in revenue)

Human Resource Professional (1990 – 2006)

Promoted in 1990. Supervised the human resource and benefits staff of four in the areas of human resource policies, procedures, employment law, regulatory compliance, recruitment, employee relations and dispute resolution.

- Built the division's human resource and benefits department as the workforce increased from 40 to 600 employees.
- Reduced recruiting cost by approximately \$330K in 2005 through negotiations with e-recruitment vendor.
- Consulted with legal counsel to ensure that policies and practices conform to federal and state employment laws.
- Interacted with functional areas to identify, evaluate and resolve employee relations and performance management problems.
- Implemented corporate compensation and grade level structure concurrent with market survey data. New plan minimized employee turnover, minimized risk; and, attracted key talent.
- Integrated consumer products business workforce into the organization with HR – Benefits team.
- Developed and delivered Performance Evaluation and Career Path training to front line managers.
- Established Corporate Family and Medical Leave Policies / Notifications / Benefits letters for the corporation and its wholly-owned subsidiary. Extended reasonable accommodation for employees who return from leave in compliance with Americans with Disabilities Act.
- Negotiated and implemented LHH outplacement service to help transition severed employees, thus resulting in zero termination claims litigated.
- Processed ADP payroll and supervised function.

Administrative Support - Executive Assistant (1982 – 1990)

As Executive Assistant, performed HR, Recruiting, Payroll, Benefits Administration, AAP - EEO, 401K, New Hire Orientation, Company Car fleet program functions for 220 employees as well as formalized and established HR – Benefits Department at Photo Imaging. Attended 401K and Healthcare broker meetings.

EDUCATION & TRAINING

Berkeley – Ridgewood, New Jersey
William Paterson University – College Coursework in
Business Administration
Dale Carnegie Leadership
Council on Education and Management HR Certification
American Management Association HR and the Law

Annual FMLA/ADA/Worker's Compensation/HR Law
Attended labor law seminars to keep abreast of
legislative updates
Computer Proficiency – Word – Excel – Power Point

PROFESSIONAL AFFILIATIONS & LEADERSHIP ACTIVITIES

Committee Member of the March of Dimes
Society of Human Resource Management – PHR Candidate
Established Ramapo College Coop Program
Established Youth Consultation Service Center Program