

Elodie Dauvergne

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Skype : elodie_dupont_dauvergne

Human Resources Generalist

- Organized Human Resources Generalist possessing strong interpersonal skills with 10 years of experience.
- Certified Professional in Human Resources (Master's Degree), currently in HR training (Certification : Human Resource Management: Minnesota University).
- My philosophy is to create a business partnership and build trust with managers and employees to create a positive work environment.

HR Skills

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| <ul style="list-style-type: none">• HR Expertise<ul style="list-style-type: none">○ Talent Acquisition○ Career Planning○ Training○ Employee Relations○ HR advise & expertise○ Payroll○ Staff Representative | <ul style="list-style-type: none">• HRIS Applications<ul style="list-style-type: none">○ Payroll : ADP, SAP, Arcole○ Training : ADP Recruitment○ Easycruit, Connect○ Career planning : Meta4 | <ul style="list-style-type: none">• Project Management<ul style="list-style-type: none">○ Communication (newsletter, mailing)○ Project Organization (retro schedule)○ MS Office (Word, Excel, PowerPoint, Access, Outlook) |
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Professional Experience

SAVENCIA — Servas, FRANCE, *Cheese and Dairy Industry*

Human Resources Manager, Jan 2013 to March 2018, Permanent contract

- Hiring and campus management : Sourcing, screening, attracting and hiring top quality candidates, using smart and cost-effective sourcing solutions while monitoring internal and external applicant flow in line with department processes and goals (25 hired / year, two talent acquisition initiatives), communication with local and targeted schools to promote jobs (4 time a year)
- Training : Administrate on-the-job training programs, evaluating the effectiveness of training programs, maintain records of employee participation and plan annual trainings (budget : \$250K)
- Talent Management : Support Annual Talent Review and Succession Plan for middle managers (mobility target : 25%)
- Job classification : Analyzing job duties, writing job descriptions, performing job evaluations and job analyses, comparing job classifications and wages
- Legal compliance: Comply with new HR laws and regulations
- Administrative HR support : Including legal research, clarifying policies and procedures, assistance getting issues and questions resolved

SEGULA TECHNOLOGIES — Saint Priest, FRANCE, *Industry subcontractor*

Human Resources Generalist, Jan 2012 to Jan 2013, Fixed-term contract

- Business partner : Assess Manager's needs and define HR tools to meet their goals
- Payroll and administration: Processing payroll, which includes ensuring vacation and sick time are tracked in the system, answering payroll questions
- HR consulting : Answering employee requests and questions
- Recruitment : Comparing job classifications and salaries to attract candidates
- Unions: Handle with the Chief Operative Officer all the relations with Unions : Leading monthly labor management meetings preparing paperwork related to labor relations assignments, meeting with elected unions
- Training : Administering on-the-job training programs (budget : \$100K)

PLASTIC OMNIUM — Sainte Julie, FRANCE, *Automotive Research and Development Center*

Human Resources Leader, Sept 2010 to Dec 2011, Work-study program

- Recruitment and campus management : Posting, sourcing, reviewing resumes, setting up interviews, obtaining all appropriate approvals, campus management with targeted schools (50 recruitments, mainly engineers)
- Training programs: Support learning and development initiatives and prepare annual training plans and training calendars (budget : \$400K), one talent acquisition initiative (graduate program launched for the paint process engineers)
- Induction : Building integration days and global integration tracks for new employees (6 induction seminar / year)

KUEHNE+NAGEL — Chaponnay, FRANCE, *Logistics Platform*

Payroll specialist, Jan 2010 to Sept 2010, Work-study program

- Manage payroll for an organization of 400 employees (6 agencies)
- Researching payroll errors and correcting it in the Software (ADP)
- Communicate with agencies for preparing hire and departure by respecting the french laws
- Ensured that payroll taxes were submitted on time for the french administrations (social security, unemployment department, medicare, various employee deductions, retirement plan ...)

SANOFI-AVENTIS — Neuville, FRANCE, *Chemistry Industry*

Employment assistant Jan 2010 to Sept 2010, Work-study program

- Coordinated relationships with the temporary agencies (4 agencies, 40 temporary workers a month)
- Led incoming temporary job requisitions and applications
- Recruitment / New Hire Process : Participating in recruitment efforts, posting job ads and organizing resumes and job applications, scheduling job interviews and assisting in interview process

Education & Certifications

Mar 2019 to Aug 2019 : **HR Certification**, Human Resources Management (Online Training)

Minnesota University — CA, USA

- Human Resources (HR), Compensation Analysis, Performance Management, Hiring and onboarding

Sep 2010 to Dec 2011 : **Master's Degree**, Human Resources Management

Institut de Gestion Sociale — Lyon, FRANCE

- Master Thesis: Managing Career Planning for International Employees of Global Corporations

Sep 2008 to Sep 2009 : **Bachelor Degree**, Human Resources Management

Université Lyon Lumière — Lyon, FRANCE

- Bachelor Paper: Improving Relationships with Union Representative

Sep 2006 to Sep 2008 : **High National Diploma**, Trade and marketing

Université Claude Bernard — Lyon, FRANCE

Sep 2005 to Aug 2006 : **Baccalaurat**, Economy

Notre Dame de Bellegarde— Neuville, FRANCE

Skills and Interests

- **Volunteering**

- Coach in gymnastic (15 years)
- Homework support for children (1 year)
- Member of jury and mentor for HR School (3 years)

- **Personal skills**

- Adaptability
- Communication
- Integrity
- Critical Evaluation
- Ethical Practice
- Multitasking
- Planning

- **Personal interest**

- Travel
- Sports : Horse riding, Yoga, Fitness, Bike.