**Orlando, Florida 32836**

**Cathywilliams95@outlook.com  
(407) 226-1465**

**CATHY WILLIAMS, SPHR**

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| Summary | Human Resources Executive with proven record of successful, diverse, and innovative experiences implementing and operating all facets of the human resources functions including defining business strategy, talent acquisition/management, learning & development, performance management and leadership coaching and development. |
| Skills & Abilities | Certified Human Resources Executive by the American Hotel and Motel Association  SPHR Certification  Certified Human Resources Project Manager |
| Experience | **PROFESSIONAL HISTORY**  *HILTON GRAND VACATION* SENIOR MANAGER HUMAN RESOURCES PROJECTS **March 2018 – March 2019**Project Manager for various Human Resources projects intended to improve the organization and Team Member experience. Projects include creating a “Transition Playbook” in regard to HRs role when acquiring new properties, Oracle transition motivation piece and assisting with applying for Orlando Sentinel’s 100 Best Places to Work and the roll out of a new Team Member Engagement & Insights Survey and action planning process to address results.HILTON HOTELS WORLDWIDEREGIONAL DIRECTOR OF HUMAN RESOURCES**May 1999- March 2018** Regional Director of Human Resources providing support to regions Generals Managers, HR Directors/Managers,  Regional Vice President and Regional Reservation Center. Approximate employee base of 8,000 for 26 hotels.  Act as liaison between the corporate office and the field locations while ensuring company/federal standards and guidelines are implemented and maintained.   * Responsible for investigating team member complaints and claims of harassment, unfair treatment or   discrimination; includes confidential interviews of all parties and recommending a course of action to resolve  the claim and maintain a neutral work environment.   * Hotels first contact for legal advice and recommendations. Working knowledge of labor laws for the SE states and Puerto Rico. Assist hotels in preparing for government audits or inquires. * Audit hotel functions to ensure compliance to state, federal and company regulations and to maximize business performance and effectiveness. Confidential interviews are conducted to gauge the work claimant. Develop recommendations for corrective action. * Facilitate various corporate training programs including Harassment, Diversity and Managing Legally. Roll out new company programs and troubleshoot any issues that would prevent compliance. * Coordinate transition of hotels joining or leaving the Hilton system including all human resources functions such as payroll, file retention, benefits and training. Including the 920-room Fontainebleau Resort in Miami, FL. |
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| Academic Credentials | **FLORIDA STATE UNIVERSITY, TALLAHASSEE, FL**  Bachelor of Science in Psychology  Minor in Business |
| Professional Affiliations | Hospitality Human Resources Association of Broward County (president two years)  Human Resources Association of Broward County  Society Human Resources Management  Florida Employers Advisory Council  Guardian Ad Litum  Girl Scouts of America  Enterprise Ambassador Mentor |
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