

Elizabeth McCoven

Creating work environments where employees and organizations excel

84 Comden Street
Chicago, IL 60609
H: 312-212-4444 C: 312-208-5959
emcc60609@hotmail.com

Value-Added Roles Outside Profession



NUMISMATICS CONSULTANT

Oct. 2010-Present

Manages private coin collection divestitures throughout the process, which includes research, contract and sales negotiations, financial arrangements and cultivating relationships with galleries and auction houses.



AUCTION COMMITTEE CO-CHAIR

Aug. 2013-Present

Helped raise \$xx,xxx for research, patient studies and public awareness of endocrine disorders.

Education

M.A. – Industrial/Organizational Psychology
Cornell University

B.A. – Psychology
Yale University
graduated Cum Laude

Memberships



International HR Forum - Banking

Human Resources Executive with successful track record leading **specify HR function 1** and **specify 2** for diverse organizations. Solid foundation in human resources management with demonstrated expertise in developing and implementing new programs, policies and procedures to meet business initiatives. High multi-cultural awareness and ability to bridge cultural differences. Recognized as a "trusted strategic business partner who can think outside the box and roll up her sleeves to accomplish cost-effective results."

Selected Accomplishments

NAME OF YOUR CONSULTING BUSINESS

Sept. 2010-Present

Human Resources Consultant

Provides short- and long-term advisory services to clients in the financial services, international trade and **cultural** industries. Projects included but not limited to: organizational restructuring, policy development, employee handbook development, complex employee relations mediation, job classification and C-level recruitment.

SOCIÉTÉ GÉNÉRALE, Paris, France

Oct 2008-Sept. 2010

First Vice President – Head of Human Resources

Directed HR function for subsidiary of third-largest bank in France with U.S. assets of \$9.5 billion and more than 450 employees in three states. Managed \$1.2 million operating budget and \$46 million payroll. Provided leadership and direction to staff of five. Reported to CEO. Accomplishments included:

- **Senior management advisory** – Provided strategic direction and counsel on initiatives, policies, and organizational planning and development.
- **Mission reinforcement**– Formulated, developed and implemented HR policies, procedures, systems, benefits and programs.
- **Cost-effective downsizing** – Managed downsizing of more than 25% of population with no related lawsuits, at a cost savings of \$12.5 million after severance payments. Re-engineered departments for greater efficiency and productivity in partnership with division executives.
- **Cost-effective talent acquisition** – Directed function to ensure the attraction and retention of high quality employees at all levels, reducing recruiting expenses by 30%.
- **Compensation and bonus management** – Directed annual programs to ensure salary adjustments and bonus payouts were properly linked to individual/departmental goals and objectives, and company bottom line.

SOCIÉTÉ GÉNÉRALE (continued)

- **Performance management system development** – Implemented highly effective system incorporating performance appraisal and goal setting. Designed and delivered training to managers and employees.
- **Job evaluation system development** – Implemented new system that streamlined job titles and classifications.
- **Employee Relations mediation** – Counseled and coached senior executives and staff on complex issues; conducted investigations and successfully mediated and resolved employee relations issues.
- **Programs and training introduction** – Instituted new morale boosting educational, health and welfare, and social programs, as well as comprehensive bank-wide training programs that included needs assessment.
- **Benefits costs reduction** – Reduced costs by over \$500,000 by implementing plan design changes while maintaining high quality, comprehensive coverage, and staying cost-effective and competitive with market.

MIZUHO SECURITIES USA, Chicago, IL

Nov. 1988-Dec. 2006

Senior Manager - Human Resources (2000-2006) | **Manager** (1992-2000) | **Assistant Manager** (1988-1992)

Directed HR function for 500 U.S. employees and 150 Japanese expatriates of U.S. subsidiary of Japanese corporation operating in 12 U.S. locations with \$13 billion in annual sales. Managed \$1 million operating budget. Supervised staff of four professionals and two administrative staff. Reported to General Counsel and EVP.

Accomplishments included:

- **Cost-effective downsizing** – Engineered and managed downsizing of U.S.-hired population by 30% over a two-year period with no lawsuits, at a corporate cost savings of \$4.9 million after severance payments.
- **Time off liability reduction** – Consolidated vacation, personal and sick days by establishing Time-Off Bank, which reduced actual liability by five days per employee at a cost savings of over \$270,000 annually.
- **Mission reinforcement** – Developed, implemented human resources policies, procedures and programs. Revised Employee Handbook. Ensured compliance with all employment laws and reporting requirements.
- **Talent acquisition management** – Directed process for U.S. employees, including personally interviewing executive candidates. Developed recruiting strategies/sources and interview procedures, managed vendors.
- **Cost effective redesign of benefits programs**– Saved \$200,000 annually. Directed open enrollment process.
- **Job evaluation, classification system development** – Implemented corporate-wide system for exempt and non-exempt staff. Ensured proper classification of positions and employee compensation.
- **Performance Management system design** – Implemented system, which involved creation of all documentation, procedural manuals, managerial/staff training and employee communications.
- **Compensation process management** – Conducted market surveys, analyzed market data, determined salary ranges and the annual increase budget. Presented results to company's Executive Committee.
- **Employee Relations resolution** – Counseled senior executives and staff on complex issues. Conducted investigations and successfully mediated and resolved issues. Represented company at all hearings.
- **Training program implementation** – Designed and conducted highly rated training programs for Japanese expatriates and U.S. staff.

Room for one more SHORT piece of info, if you want to include "references available," etc.