

# David Smith, CMC

## EDUCATION

M.S., Management & Organizational Behavior (Industrial Psychology), University of Hartford Graduate School of Business

B.A., University of Massachusetts, Amherst, MA

Post Graduate Study, Rutgers University

Certificate in Labor Studies, Cornell University

## POSITIONS HELD

**Assistant Vice President - Training & Organizational Development** - Major Company USA Corporate Manufacturing, Clark, NJ 2001-Present

**Assistant Vice President Human Resources Planning** - Major Company Corporate Human Resources, New York, NY 1998-2001

**Director of Human Resources** - Major Company Designer Fragrance Division, North Brunswick, NJ 1985-1998

**Manager of Training** - Major Company Hair Care Manufacturing, Clark, NJ 1985-1986

**President** - Smith Consulting Group, Princeton, NJ 1982-1985

## **CAREER ACCOMPLISHMENTS HIGHLIGHTS**

### TRAINING & ORGANIZATIONAL DEVELOPMENT

Developed a Corporate Training & Organizational Development Function for Major Company USA. The department directed training activities for 11 manufacturing plants in the United States and Canada.

Researched, designed, developed, and conducted variety of professional development training programs for Major Company USA Manufacturing.

Developed and launched a Corporate Training & Development Employee Web Site.

Developed **STAR** Program (System for Tracking and Registration) used to track, record, and monitor training activity for Major Company USA Manufacturing.

### HR GENERALIST

Directed Human Resources for Major Company USA and European Designer Fragrance Manufacturing Division. Responsible for all HR activities, including management/strategic planning, recruitment, union avoidance, employee relations, compensation, succession planning, benefits, diversity management, and organizational development, HRIS, security, facilities, cafeteria & company store. Span of responsibility covered 700 employees at 2 manufacturing plants, and 1 distribution center including San Juan, Puerto Rico. **Traveled to Puerto Rico on average of every 6 weeks for 10 years to manage and oversee human resources function.**

### RECRUITMENT AND RETENTION

For Major Company USA developed **COOL (Career Opportunity On Line)** a state of the art Intranet based Job Posting Program. Over a 24-month period nearly 500 employees have obtained new positions as a result of the system.

For Major Company USA developed a program known as the **EXIT PROCESS** to track and ultimately reduce employee turnover.

For Major Company USA researched, designed and developed the **M.A.P Mentor Advisor Program** for high potential Management Trainees.

For Major Company USA developed an **Employee Referral Policy** and Bonus Program, and corresponding intranet based web site.

Directed recruitment programs for management, professional, technical, distribution, and production staff for **Major Company USA Puerto Rico (ABC Firm Caribe)** manufacturing operation. Established and implemented new recruiting sources which reduced costs while improving quality of new hires, and decreasing time required to attract new applicants.

## **CONSULTING**

Founded a successful consulting practice that provided a comprehensive range of human resources consulting services to major corporations and governmental organizations, including company list of names....(confidential) Specialized in Affirmative Action, Diversity Management and Training and Development.

Staff Consultant for ABC University School of Labor Relations. Taught Supervisory and Management Skills to over 1,500 State Agency Supervisors.

Consultant to the State of XX Department of Human Services. Trained hundreds of supervisors in The Department of Youth and Family Services in management skills.

Hold the prestigious Certified Management Consultant Designation.

## **DIVERSITY MANAGEMENT, EEO & AFFIRMATIVE ACTION**

Directed the development of Affirmative Action plans for over 40 client companies.

For The XYZ Group conceived, researched, wrote, and conducted Diversity Management programs for over 5,000 managers and supervisors throughout the United States, assuring they were informed and current in diversity issues and EEO laws.

Adjunct Professor in ABC School of Industrial Labor Relations EEO Studies Certificate Program. Trained hundreds of Corporate EEO & Diversity Executives in EEO Law; Affirmative Action preparation, implementation and compliance; Diversity Initiatives; Internal & External EEO Complaints and procedures; and Overview of Harassment Issues.

Researched, Designed developed and conducted Our Diversity at Major Company USA management Training Program. The program was presented to 500 management personnel.

Directed Diversity initiatives for Major Company USA.

Designed and developed an Intranet based Diversity Web Site for Major Company USA Human Resources staff.

## **CHANGE/TRANSITION MANAGEMENT**

Directed employee career transitions component of downsizing, plant closing, and re-engineering projects for Major Company USA Lakewood, NJ Distribution Center, North Brunswick, NJ Distribution Center, San Juan Puerto Manufacturing facility, XX Products, Carson Products, IL, and YYY Products, IL.

**MEMBERSHIPS**

**(List of confidential memberships/affiliations)**