

Yasmina Neff

HR Interim-Manager

Freelancer

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Competencies

Expertise

- HR Manager, Business Partner
- HR expertise in national/multinational groups, medium sized companies

Main competencies

- negotiation with Works Councils
- analysis, optimisation and harmonisation of HR processes, reorganisation of HR departments
- development and implementation of HR strategies and policies e.g. BGM, sickness management, surveys
- pragmatic person with a hands-on-approach, strong communication skills

CURRICULUM VITAE

SELF-EMPLOYMENT

12/2016
05/2017

Interim HR Manager

Trinseo Deutschland GmbH, Schkopau (chemical industry, tariff-bound, international), 570 employees, 2 sites

- bridging of Head of HR
- leading of HR team, 3 HR specialists, 2 assistants
- support of managers, ensure high quality of HR standards
- cooperation with Works Council

Projects:

- calculation of a transfer to the chemical tariff salary system, evaluation of 3 different scenarios, presentation to the leading global HR management team
- negotiation of a collective agreement regarding the salaries of non-tariff employees
- design of a proposal for sabbaticals referring to current local regulations
- support of business leaders with complicated leadership issues

09/2008
04/2010

Interim HR Manager

Georg Fischer GmbH, Mettmann (automotive, tariff-bound, international), 300 employees

Garant Schuh und Mode AG, Düsseldorf (wholesaler, not tariff-bound), 120 employees

Projects:

- implementation of compensation system „ERA“ , regarding Saxony tariff agreements
- downsizing, development of social compensation plan and ensure proper management of dismissals

EMPLOYMENT

03/2015
09/2016

Vice President Human Resources Germany

Haltermann Carless Deutschland GmbH, Frankfurt (chemical industry, private equity, tariff-bound, international), 200 employees, 3 sites

Main responsibilities:

- leadership: 3 HR assistants
- strategies/developments: re-structuring and optimisation of the HR department regarding all HR processes, negotiation

of collective agreements, introduction of BEM including sickness interview

- day to day business: advising managers, management of dismissals, cooperation with Works Councils, responsible for external payroll

05/2010
02/2015

HR Manager

Papierfabrik August Koehler SE, Oberkirch (paper industry, tariff-bound), 1.700 employees, 2 sites

Main responsibilities:

- leadership: 3 HR assistants
- strategies/developments: managing projects (surveys for shift workers, implementation of BGM-System, including development of management training)
- day to day business: advice and support of managers, contact person for site- and business line managers, cooperation with Works Council

10/2002
09/2008

HR Specialist

Corus Aluminium Voerde GmbH, Voerde (automotive, tariff-bound), 480 employees

Main responsibilities:

- strategies/developments: managing projects (compensation system „ERA“, restructuring of people development)
- day to day business: advice and support for managers and employees, cooperation with Works Council

06/2002
09/2002

Practical stage during the training as a **HR Specialist**
Institut für Unternehmensberatung und Training „ift“, Köln

- during the assessments: organise and assist
- develop assessment tasks
- write the reviews

EDUCATION

03/2007
06/2008

Personalfachkauffrau
IHK, Duisburg

04/2002

manager for apprentices

10/2001 HR specialist
09/2002 Management Akademie in Essen

1995 studies of Social Sciences
2000 Fachhochschule Dortmund
University Degree: Diploma

TRAININGS

methodical skills moderation, communication, presentation
management of projects

HR regarding human resources issues
REFA Grundschein Arbeitsorganisation

train-the-trainer, basic skills (2015)

languages German (native)
English (fluent)
French (basics)

IT skills MS-Office
SAP HR3
Sharepoint

interests literature, sports, voluntary commitment