

BONNIE SCAFARO

8033 Belglo Lane ▪ Mentor, Ohio 44060
440-974-5823 ▪ 440-339-4697 ▪ obucksu@sbcglobal.net
<http://www.webprofile.info/bscafaro/>

DIRECTOR ♦ HUMAN RESOURCES & TALENT

HR Turnaround Management Strategy ♦ Professional Development ♦ Recruitment & Retention

Visionary and performance-focused professional; characterized as a versatile leader skilled in driving initiatives to build organizational infrastructure in dynamic start-up or turnaround human resource departments and collaborating with the business to deliver measurable results. Recognized for exceeding recruitment objectives by leading high-growth organizations to attract and retain top talent. Able to relocate. *Core professional expertise includes:*

- Business Development
- Talent Sourcing Strategy
- Career Development Programs
- Employee Recognition Initiatives
- Human Resource Strategy Management
- Coaching & Mentoring
- Outsourcing and Recruiting
- Metrics and Performance Measurement
- Compensation & Benefits
- Third-Party Relocation/Vendor Contracts

PROFESSIONAL EXPERIENCE

STERIS CORPORATION, Mentor, OH

1999—2005

Led strategic initiatives to effect profitable improvements in retention, staffing and management at billion-dollar corporation with more than 5,200 worldwide employees.

DIRECTOR, HUMAN RESOURCES

Served in prominent leadership role to develop and implement employee relations and career development programs supporting 600 employees. Oversaw human resource requirements for corporate shared services groups including finance, information technology, global sourcing and procurement, legal, regulatory/quality, environmental health and safety, and research and development. Managed human resources department, supervising four direct manager reports in addition to recruiting/human resource coordinator functions.

Facilitated the online recruiting, creation and implementation of the career webpage on corporate intranet and internet sites, as well as online job posting and referral tools. Developed pilot coaching program to mentor high-potential employees and entry-level training program for recent graduates. Collaborated with business partners to create performance management tools, and worked on team charged with the development and delivery of worldwide performance management process. Trained supervisors and managers in candidate selection and interviewing techniques.

- **Secured \$750K savings, reduced time to fill open positions by 55% and grew human resource staff to five positions** by developing in-house recruitment and altering corporate practices to attract high-caliber talent. Initiated headcount forecast and reduced expenses.
- **Achieved \$500K annual recruiting cost savings, eliminating 85% of external search firms** and implementing consistent standards for use of employment companies.
- **Reduced corporate relocation expenses by \$1.5M within first year after sourcing, developing and implementing use of a third-party vendor.** Minimized relocation and transfer process inefficiencies.
- **Attained 95% placement rate within 90 days of posting 64 positions throughout North America,** developing web page and companion brochure to enhance recruiting efforts.

- Orchestrated **company acceptance of competency-based performance appraisals** affecting research and development department. Organized off-site leadership-building program and 360 assessments.
- **Lowered call center turnover to 20% from 60% within 90 days** through establishment of timeline including employee satisfaction survey, professional development program and regular meetings.
- Responded to sweeping reorganization with **creation of more than 100 new job descriptions, salary grades, and career ladders**. Developed presentations to educate employees on changes.
- **Met 90-day deadline for implementing first corporate new hire orientation program and created metrics to establish correlation** between introduction to corporate culture and decreased turnover.
- **Enabled employee turnover measurements through creation of departure follow-up interview form** as crucial participant in Employee Retention and Satisfaction committee.
- Furnished key contributions to core team handling communication plan, program components and rollout for revisions to **U.S. Exempt Compensation Program. Participated in team tasked with developing International Assignment policies and procedures.**

GOULD ELECTRONICS, Cleveland, OH**1989—1999**

Administered employee and community relations at \$350M manufacturing corporation with 250 employees.

MANAGER, HUMAN RESOURCES

Directed application of Affirmative Action and legal compliance of human resource policies and procedures. Managed interviewing, selection of applicants and exit interviews. Served as primary point of contact with employment agencies, recruiters and vendors. Administered salary guidelines and conducted salary surveys. Coordinated corporate United Way campaign. Created and conducted structured employee orientation program. Created and modified more than 150 job descriptions.

- **Accomplished 85% hiring rate within 120 days by selecting and managing outside contractors** to meet recruiting deadlines. Remedied lack of divisional human resource knowledge resulting from headquarters relocation.
- **Developed and implemented customized sexual harassment program with 100% employee participation within 120-day timeframe** in response to negative publicity from lawsuit.
- Selected by executive management to participate in **critical ISO 9000 initiative support team.**

Additional Experience as Corporate Pension Manager, Picker International, Cleveland, OH

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Arts in Business Administration ♦ Ashwood University ♦ Boston, MA

Management Certificate ♦ Case Western Reserve University, Weatherhead School of Management

Teambuilding; Coaching for Performance; Conducting Performance Appraisals; Leadership Skills ♦ Dale Carnegie

Finance for the Non-Financial Manager; Developing Leadership Through Emotional Intelligence; Women in Leadership; Lean Goods & Administration ♦ STERIS Corporation

PROFESSIONAL AFFILIATIONS

Member, Society of Human Resources Management

Member, Employers Relocation Council

Member, Employment Managers Association

Member, Society of Human Resource Planning