

## BARBARA LATIMER, SPHR

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### PROFESSIONAL SUMMARY

**Human Resources Leader and Professional.** Strong and highly capable HR Leader with successful strategic and tactical experience in all aspects of Human Resource management, including compensation and benefits, employment and recruiting, employee relations, talent management, training and development, and HR support operations. An excellent relationship builder and business partner, results-driven, with an outstanding record of accomplishments that directly and positively impact business objectives. Recognized for professional competence and leadership effectiveness.

### PROFESSIONAL EXPERIENCE

**OFFICE DEPOT, INC.,** Delray Beach, FL **2006 - 2008**

***Senior Recruiting Manager, Human Resources***

Led and directed all recruiting services in North America for the Business Solutions Division. HR Business Partner for Corporate Direct Sales, Marketing, and E-Commerce organizations, with business-to-business revenue of \$4.5B.

- Developed pre-hire sales assessment tool which improved quality, retention and performance of sales hires.
- Decreased external recruiting costs by \$600K while optimizing an agency budget of \$1.8M.
- Implemented key successful HR programs including; succession planning, performance management and contingent worker utilization that significantly reduced labor costs.

**LEXISNEXIS, INC.,** Boca Raton, FL **2004 - 2005**

***Director of Human Resources***

Senior HR Leader and business partner for a 350 employee information technology firm.

- Revitalized HR function as a credible business partner delivering timely and high-quality services.
- Significantly revamped employment, compensation and employee relations functions to achieve efficiency and quality. Exceeded all key targets.
- Following acquisition as a 900 employee group, provided focused leadership in organizational integration that significantly improved sales policies and procedures, management development and talent retention.

**EXCELERATE CONSULTING SERVICES,** Boca Raton, FL **2002 - 2004**

***Consultant***

Provided Human resources consulting expertise to a variety of for-profit and non-profit organizations. Projects included staffing, training and development, policy development and planning.

**B/E AEROSPACE, INC.,** Delray Beach, FL **1997 - 2002**

***Vice President of Human Resources***

Senior business partner and manager for an operational division and the corporate IT function, including several domestic and international sites with 1000 employees and revenues totaling \$200M.

- Developed and provided training in support of key HR initiatives in Human Resource Planning, Performance Management, compensation training and management and supervisory training.
- Created and implemented strategic human resource planning at senior levels of the organization.
- Led creation and implementation HR initiatives directly contributing to improved business results.
- Key participant in due diligence, acquisition and integration of national and international businesses.

**AUTO MARKETING NETWORK, INC.**, Boca Raton, FL **1995 - 1997**

*Vice President of Human Resources*

Created and implemented the Human Resources function for a rapidly growing financial services company.

- Established thorough and competitive benefits package focused on increasing organizational retention.
- Performed as key consultant to senior management regarding organization development and management.
- Built strategy and plan for start-up HR function within the business.
- Defined HR policies and procedures, guidelines and standards for the organization.

**HONEYWELL (ALLIED SIGNAL) INC.**, Fort Lauderdale, FL **1993 - 1995**

*Director of Human Resources*

Provided key leadership of full range Human Resources services for a \$200M division.

- Restructured business organization from a functional structure to an integrated product focused organization while reducing population by 20% and upgrading leadership team.
- Participated in the acquisition and integration of a new business unit, purchased for \$180M.
- Transformed HR from a transactional, functional organization into a strategic business focused organization.

**HEWLETT PACKARD (DIGITAL EQUIPMENT CORPORATION), INC.**, Maynard, MA **1981 - 1993**

*Diversity Consultant, Corporate Human Resources* (1991 - 1993)

Conceived and implemented strategy to leverage Diversity technology for revenue and non-revenue purposes.

- Formed revenue strategy and implementation plan incorporated into US HR Consulting organization.
- Provided Diversity consulting, training design and delivery to senior management teams internally and to selected customers.
- Conducted Diversity Train-the-Trainers workshops to enable employees to lead workshops as Diversity trainers.

*Senior Human Resources Manager, Sales and Services* (1988 - 1991)

Managed full operations and service delivery of Human Resources for 2000 employees in ten locations

*Consulting Services Manager, Systems Manufacturing* (1985 - 1988)

Direct management of HR generalist/consultants, health services, and employee relations functions. Facilitated first Human Resource Planning process with line management. Created a comprehensive Wellness Program.

*Human Resources Consultant II, Human Resources Consultant I* (1981 - 1985)

Performed in HR generalist role with an emphasis on organization development and employee relations. Worked in Systems Manufacturing and Corporate Distribution organizations.

## EDUCATION

**Masters of Business Administration**, Concentration in Organization Development

Clark University, Worcester, MA,

**Bachelor of Arts**, Psychology and Sociology Majors

Clark University, Worcester, MA

Senior Professional in Human Resources, SPHR