

ANDREW G. DONALDSON
1178 Eucalyptus Circle
Annandale, Virginia 23047

SUMMARY

Senior-level Human Resources Leader with unprecedented success in originating and implementing award-winning HR initiatives, and managing staff, projects, budgets and teams. Complete responsibility for building new HR departments and creating related policies and procedures. Recognized locally and statewide for HR leadership and system development projects. Identified as key member of the management team with “endless energy, enthusiasm, dedication, creativity, persistence and commitment to excellence”.

PROFESSIONAL HIGHLIGHTS

- Selected as concurrent session presenter for 2006 SHRM Annual Conference in Washington DC.
- Recognized by *Style Weekly* as one of Richmond, Virginia’s “Top 40 People Under 40” (Sept 2005).
- Expert in Workplace Diversity Initiatives and Strategic Business Planning.
- Complete implementation of all aspects of a Corporate University.
- Strong public relations and communications skills. Extremely savvy in political processes.
- Excellent teacher/trainer. Patient and effective when working with a wide range of personalities.
- Track record of collaboration and consultation with a volunteer Board of Directors.
- Highly successful in planning and directing fundraising efforts for various organizations.

EMPLOYMENT

RICHMOND BEHAVIORAL HEALTH AUTHORITY
DIRECTOR OF HR AND SPECIAL SERVICES

1.00 to present
Richmond VA

Currently serve as the Director of Human Resources for a 420-employee Behavioral Health Agency with a \$36 million annual budget, and directly manage six professional, exempt-level staff members, and indirectly manage a staff of 20.

- Oversee all aspects of benefits administration, compensation & payroll, and employee relations ranging from employee grievance processes to awards and recognition programs.
- Chairperson for the Virginia Association of Community Service Board’s Recruitment and Retention Committee.
- Serve as an advisory member of the RBHA Board of Directors and the RBHA Board of Directors’ Advocacy and Community Education Committee. Along with the RBHA Executive Director, act as primary media contact in this high profile, politically-charged public environment.
- Direct all aspects of regulatory compliance with regard to the provider aspect of the RBHA business including the medical records unit, state licensure and HIPAA compliance.
- Manage all training through RBHA University. Directly facilitate leadership development for mid- to senior-level management staff members.
- Created and currently supervise the organization’s Workplace Diversity initiative. Documented results of this initiative include reduction of employee grievances, team productivity improvement and lowest turnover in Virginia among 40 similar organizations.
- Developed and implemented RBHA’s Pay for Performance (merit) evaluation system.
- Established safety training program which reduced Worker’s Compensation claims by 74% in one year.
- Developed retention plan which reduced turnover from 25 percent in 2000 to 12 percent in 2001; 13 percent in 2002, and 10.5 percent in 2003. (National turnover rate for behavioral healthcare is estimated at 25 percent to 35%.)
- Originated wellness program which was featured in Weight Watcher’s national marketing campaign and saved RBHA over \$400,000 in health premiums in first year. Agency has lost over 1,600 pounds to date.

Prior experience includes:

MCLANE CAROLINA COMPANY

6.99 to 12.99
Battleborough NC

- As Training Coordinator for 632 employees, responsible for the planning, development, and facilitation of all corporate training.
- Managed company recruiting efforts through recruiting on college campuses and via news media.

CIRCUIT CITY / FIRST NORTH AMERICAN NATIONAL BANK

4.98 to 6.99
Richmond VA

- Directly managed 25 hourly representatives and two salaried assistant supervisors in a call center environment; responsible for all professional development, training, counseling and discipline of staff.

UNITED STATES NAVY

4.93 to 4.98
Fort Meade MD

- Served as Russian Linguist and Supervisor in a special projects section of the National Security Agency.
- Oversaw a division of five personnel that provided critical linguistic support for a national level project mandated by federal policy-makers.

EDUCATION

BS, Human Resource Management
Russian Language and Area Studies
SPHR and GPHR certifications
Currently enrolled in MA program

University of Maryland, University College
Defense Language Institute, Monterey CA
Human Resources Certification Institute
George Washington University, Washington DC

AFFILIATIONS

Member of Society for Human Resources Management (SHRM)
Member of Richmond Human Resources Management Association
Member of SAARA Central Virginia Board of Directors
Member of Downtown Club of Richmond
Member of DLI-FLC Alumni Association