

GEORGE BROWN, JD, SPHR

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HUMAN RESOURCES MANAGEMENT PROFILE

Strategically focused senior HR manager with record of substantially improving conditions in each position held over the past 10 years, at startups and established companies. Combination of extensive HR knowledge and legal experience successfully applied to increase organizational effectiveness; achieve compliance with federal, state, and local laws; and develop and execute plans that proactively manage troublesome employment issues, such as legal challenges and high employee turnover.

Core Strengths & Expertise

- Senior Management Advice & Guidance
 - Strategic Direction & Tactical Execution
 - Mergers & Acquisitions
 - Organizational Development & Growth
 - Training & Development Programs
 - Labor & Employment Law
 - Employee Relations
 - Talent Acquisition & Retention
 - Layoffs & Site Closings
 - Policy Design & Administration
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PROFESSIONAL EXPERIENCE

Human Resources Director

2008–Present

Kramer Asset Management, Los Altos, CA

(Asset management firm specializing in fixed income portfolio management for employee benefit plans, endowments, foundations, healthcare organizations, financial advisors, individual mutual fund shareholders)

Partnered with executive and leadership team to create and execute company's strategic mission, with regard to its human capital. Focused on key areas that included recruitment and retention, employee relations and training, and benefits and compensation. Prior to 2008 restructuring, planned and established systems to address succession planning, talent acquisition, and management development.

- **Decreased employee turnover by approximately 50% within 10 months:** Began reducing turnover within first three months by improving internal communications, implementing tools and processes to evaluate departure reasons, and gaining trust and respect from employees.
- **Saved time and eliminated confusion surrounding new-hire integration by developing a structured on-boarding program:** Gained enthusiastic response from new employees and their managers by creating and instituting an interdepartmental New Employee Orientation process.

Human Resources Director

2006–2008

Rutherford & Baxter, LLP, Santa Rosa, CA *(formerly DeWitt Newman, LLP)*

(Northern California office of international firm with nearly 900 lawyers in the U.S., Europe, and Asia)

Devised and executed HR strategy and ongoing programs, including training, performance management, organizational development, employee relations, and budgeting. Established consistency and compliance with federal and state labor laws by upgrading policies and procedures. Advised managing partner and executive committee to avoid or quickly resolve HR issues such as investigations and terminations.

- **Eliminated frequent demand letters and employee lawsuits, saving money, time, and damage to company's reputation:** Initiated steps that included creating new policies and educating senior team of lawyers and non-lawyers on importance of consistently applying policies.
- **Assisted with identifying ideal merger partner and minimized layoffs through retraining, with lower post-merger turnover:** Managed multiple aspects of search, including careful control of sensitive employee information and assurance of severance pay and health care provision.

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PROFESSIONAL EXPERIENCE*(continued)***Western Regional Human Resource Manager**

2006

Foster & Josefson, San Jose, CA*(Law firm of 1,600 lawyers in 25 locations in the United States, Europe, and Asia)*

Planned operational and strategic goals for seven Western US offices with 650 employees, including staff and attorneys. Developed HR infrastructure to expand existing offices and to add new offices and staff.

- **Overcame policy administration inconsistencies, poor communication, and resentment from local HR:** Achieved cooperative relationships and reduced major problems by energetically contacting and creating rapport with HR individuals at multiple locations.

West Coast Human Resources Manager

2004–2006

Media Services, Fremont, CA*(A leading provider of information and entertainment products to newspapers and electronic media)*

Recruited to manage HR activities for four business units of Fortune 500 company, including Paris and Tokyo locations. Advised senior management on all HR issues and communicated essential policies and procedures to employees. Collaborated with senior management to plan site closures in 2006.

- **Achieved signing of all separation agreements with no lawsuits and no lawyer demand letters:** Spearheaded smooth process for layoff of 60+ employees in Colorado and California by developing and executing comprehensive plan to deal effectively with complex requirements.

Human Resources Director

2002–2004

ChemAnalyze, Inc., Sunnyvale, CA*(Startup manufacturer of ultra-sensitive trace gas detection instrumentation)*

Established and managed HR infrastructure for high-tech startup, including employee benefits program. Authored company handbook and implemented procedures and guidelines to ensure compliance with OSHA, state, and other federal regulations. Recruited employees for technology and management positions and created appropriate compensation packages that included stock options.

Human Resources Director

2001–2002

FSFinancials.com, San Jose, CA*(A provider of financial data and content to websites and financial institutions)*

Established, organized, and managed HR department for startup Internet company. Advised senior management on employment and immigration law issues. Eventually closed site and delivered separation packages to entire workforce.

Associate

1999–2000

McGuffey & Lewis, Stockton, CA*(Small law practice focused on areas such as business, healthcare, employment, and real estate law)*

Performed a variety of general litigation actions for municipal law clients, including political campaigns, elections, and municipalities.

EDUCATION**Juris Doctor (JD)**, University of Santa Clara Law School, 1999**Bachelor of Arts (BA) in Economics and Government** (dual degree),
San Jose State University, 1993