

Name

HR Coordinator

PROFILE

DEDICATED, goals-oriented MBA and HR professional with over ten years' experience in international and multi-national contexts, seven of which in the oil & gas and shipping industry. A decade of in-depth working knowledge resulting in the ability to see the bigger HR picture and a skill-set that is highly transferable across cultural contexts in mobilising HR towards the creation of corporate success.

Extensive hands-on experience of instituting and implementing HR practices, systems and objectives in compliance with corporate, national and international standards/regulations to create high-performance company cultures.

SEEKING supervisory/managerial HR role in the oil & gas industry, ideally in Europe or the Middle East, as part of a dynamic team to which I can make a valuable contribution.

PROFESSIONAL ACHIEVEMENTS

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|--------------|--|------------------------------|
| 2008–present | HR COORDINATOR | SONGA OFFSHORE (Cyprus) |
| | ▪ Streamlined and improved HR processes and HRIS resulting in lowered costs and increased efficiency | |
| 2007–2008 | HEAD OF HUMAN RESOURCES | STADEMOS HOTELS (Cyprus) |
| | ▪ Met all targets and offered permanent position as Head of HR | |
| 2005–2007 | HR ADMINISTRATOR / HR GENERALIST | LANITIS DEVELOPMENT (Cyprus) |
| | ▪ Built staff up from 25–64 administrative and 0–156 operational staff | |
| 2001–2004 | HR ASSISTANT | STELMAR TANKERS (Greece) |
| | ▪ University internship awarded to top students – resulted in offer of permanent HR Assistant position | |

EDUCATION & PROFESSIONAL TRAINING

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|------|--|-----------|---|
| 2011 | American Bureau of Shipping
▪ ILO MARITIME LABOR CONVENTION 2006 COMPLIANCE
Lloyds Register
▪ ISM CODE, ISO9001 & ISO14001 INTERNAL MANAGEMENT SYSTEM AUDIT | 2004/2005 | Cyprus Int. Institute of Management
▪ MBA – AMBA AND EFMD INTERNATIONAL ACCREDITATION |
| | | 1999 | Educational Development International
▪ ENGLISH LANGUAGE CERTIFICATE (GCE) |
| 2006 | Time Manager International A/S
▪ TIME & PERFORMANCE MANAGEMENT
People Achieve
▪ BRANDED CUSTOMER SERVICE & CRM
▪ EFFECTIVE COMMUNICATION SKILLS | 1999/2003 | University Of Piraeus, Greece
▪ BACHELOR IN SHIPPING STUDIES |
| | | 1996 | London Chamber of Commerce & Industry
▪ LCCI ACCOUNTING CERTIFICATE |

PROFESSIONAL MEMBERSHIPS

- | | |
|--|--------|
| Cyprus Human Resources Management Association (CyHRMA) | Member |
| CyHRMA International Relations Committee | Member |

PROFESSIONAL EXPERIENCE

- Nov. 2008 – present** **SONGA OFFSHORE (Cyprus)**
HR Coordinator – Corporate

International offshore drilling company: www.songaoffshore.no

- Compensation and benefits, incl. benchmarking and upgrades to keep package competitive, expatriate management of benefits and relocation, surveys on COLA and housing allowance
- All HR information systems, incl. monitoring and providing training
- Job descriptions for all offshore, rig support and office staff
- Reporting directly to HR Director
- Regular update/revision of company organisational charts
- Payroll preparations and reports for onshore, office-based and project-based teams
- Conducting employee opinion surveys
- Auditing of HR systems, incl. compliance with international standards
- Coordinating with Recruitment and assisting in recruitment process

- Implementing employee engagement strategies, incl. liaising directly with employees

Feb. 2007 – Nov. 2008 STADEMOS HOTELS (Cyprus)
Head of Human Resources (Project)

Well-established Mediterranean 4/5-star hotel chain: www.stademos.com.cy

- Providing management with HR guidance
- Auditing and improving HR systems and processes
- Liaising with line managers to improve recruitment quality and retention
- Improving and restructuring performance-management and development systems
- Establishing recruitment policies and process
- Health & safety compliance in coordination with Operations
- Negotiating collective bargaining agreements / ensuring compliance with employment law
- In-house training programmes in leadership, teamwork and communication skills

Jun. 2005 – Feb. 2007 LANITIS DEVELOPMENT (Cyprus)

Jan. 2006 – Feb. 2007 **HR Generalist**

June 2005 – Jan. 2006 **HR Administrator**

Major employer in Cyprus specialising in the design, development & operation of integrated resorts internationally: www.lanitisdevelopment.com

- Recruitment & selection and employee induction/training
- Providing HR advice to line managers
- Policy development and documentation, and monitoring KPIs
- Employee relations, services and counselling
- Administration of compensation and benefits

Jun. 2001 – Aug. 2004 STELMAR TANKERS (Athens, Greece)

Human Resources Assistant

Subsidiary of Overseas Shipholding Group Inc. operating 36 tankers trading on the New York Exchange transporting petroleum products: www.osg.com

- Company-wide administration of HR processes and policies
- Maintaining records to international regulations and training requirements
- Maintaining employee personal/employment/holiday/training records
- Recruitment & selection (administrative and operations) and personnel inductions

IT

- MS – Word, Excel, Outlook, PowerPoint, Visio
- Citrix
- Time & Attendance¹
- InfoPlasma (ERP)²
- OCS HR³
- NS5⁴
- Keyfile (paper-less system)⁵
- WebCruiter⁶

LANGUAGES

- ENGLISH – fluent (written/spoken)
- GREEK – native

PERSONAL INTERESTS & ACTIVITIES:

- Sailing
- Tennis
- Playing the violin
- Traveling

PERSONAL INFORMATION

Address:

Email:

Mob.:

Driving:

EU Driving licence

REFERENCES

Available on request

¹ HR payroll software (*Methodos IT*).

² Java/Oracle-based ERP; specialised shipping-industry management information & control system (*Vector Marine Software*).

³ Crewing & payroll software for the shipping & offshore industries (*Onsoft Computer Systems*).

⁴ Asset management software for the shipping industry (*ABS Nautical Systems*).

⁵ Electronic document management system (*DocuVision*).

⁶ Web-based recruitment solution (*WebCruiter*).