

HK

Heather Kruse

818-207-5922 | E: Heathermkruise@Gmail.com

PROFESSIONAL SUMMARY

Executive Level Human Resources Generalist with 20+ years of progressive experience in the entertainment industry and non-profit space. Expertise in full-cycle recruiting, conflict resolution, performance management, organizational leadership and Compensation/Benefits. Quickly establishes rapport and credibility while demonstrating the highest level of discretion and tact. Solution-oriented with ability to develop bottom-line focused organizational plans.

SKILLS

Conflict Resolution, Employee Recruitment and Retention, Employment and Labor Laws, Development and Training Programs, Succession Planning, Compensation Analysis and Performance Management.

WORK HISTORY

Viewpoint School

Chief Human Resources Officer: 8/18-Present

- Responsible for employment placement, orientation and training, performance management, employee relations, compensation, benefits and employee services.
- Plans and directs all aspects of organizations' s human resources policies, objectives, and initiatives.
- A senior member of the Executive Leadership Team and Co-Chair of the COVID-19 Taskforce.
- Manage an HR team of two and four Health Administrators.
- Winner of the 2022 Best Places to Work in SoCal.
- Head employee wellness initiatives throughout the year.
- Partner with Director of DEI on programming, hiring and retention.

Rogers & Cowan / FRUKT

Vice President ,Human Resources: 11/16– 8/18

Human Resources Director: 11/15-11/16

- Reports to the CEO, as a member of the Senior Leadership Team and worked collaboratively to define and develop human resource specific goals, objectives, strategies, and tactics that aligned and supported Rogers & Cowan / FRUKT's overall strategic business plan.
- Created a company-wide performance development and feedback process that promoted personal and professional achievement
- Identified training and organizational development opportunities that will drive business results and support employee engagement
- Oversaw and supported full cycle recruitment efforts for all exempt, nonexempt and contract personnel
- Coached organizational leaders on employee relations, change management and communication strategies to support a productive and healthy workplace
- Established credibility throughout the agency to be an effective listener and problem solver of employee issues
- Oversaw and implemented all D&I initiatives and programming for R&C / FRUKT
- Co-Chaired IPG's Women in Leadership West Coast Chapter

CBS Television Studios, CBS Global Distribution Group and Television Production

Human Resources Director: 8/07-6/15

- Responsible for implementing, monitoring, and training of new policies including Social Media, Anti-Harassment and Business Code of Conduct for over 5,000 union and non-union employees
- Extremely hands on and highly visible to 23 television productions across the country and 3 corporate offices
- Focused on minimizing turnover and handling employee relations issues
- Advised management, Labor Relations and Legal on solutions and outcomes of formal disciplinary action, including warnings, terminations, RIF's, and compliance of CBAs when applicable
- Collaborate with department heads to identify and deliver training needs within functional areas across the company to improve efficiency and turnover

- Developed and monitored the CBS Internship Program, which included over 50 students who participated in day-to-day activities that took place within a production or corporate department
- Responsible for full cycle recruitment

Viacom (Paramount Pictures)

Human Resources Manager: 1/05-8/07

- Full Cycle recruiting and Employee Relations for eight divisions
- Supervised temporary staffing for all areas of finance, legal and administrative services
- Successfully implemented and issued \$10M RFP for temporary staffing services
- Responsible for all employee relations including complaints and investigations
- Forefront of evaluation and selection process for ATS system
- Fully incorporated team member on DreamWorks Acquisition project including RIF's and New Hire orientation
- HR lead for organizational development, strategy and planning for Paramount subsidiaries

VNU Business Media

Human Resources Specialist: 1/02-8/04

(The Hollywood Reporter, Billboard Magazine)

- In charge of all recruitment activities including the temporary staffing function for all of VNU Business Media
- Ensured policies, plans, and practices relating to employees, were fair and in compliance with federal and state laws
- Managed Employee Relations
- Counseled and provided troubleshooting for employees in the administration of benefits
- Implemented new hire orientations and exit programs, as well as coordinating internship programs

Viacom (Paramount Pictures)

Human Resources Assistant: 4/99-1/02

- Screened, interviewed, and recruited for all client groups, including over 1,200 exempt and non-exempt employees
- Conducted references and budgeted salaries for potential hires
- Conducted orientation meetings for all new hires on a weekly basis
- Organized all Job Fairs