

Project Manager / Human Resources Professional Collaborative, Communicative and Creative

Profile

Resourceful and adaptable professional with not-for-profit and for-profit management experience. Team management skills and demonstrated ability to think and act strategically. Curious leader who works collaboratively, values inclusion, learning, and communications. Cultivates strong and lasting relationships and able to respond with equanimity in crisis and security sensitive situations.

Scope of Experience

Proven leadership, communication, project management, and crisis management skills.

- **Experience working with multi-cultural teams** in high stress and fast-paced environments to implement operational plans within short time-frames.
- **Project management experience:** strategic planning, budget development and reporting, contract management, finance management and analysis.
- **Human resources experience:** employee relations, development and implementation of policies and procedures, recruitment and retention, performance assessments, and legal compliance.
- **Training and facilitation experience (virtual and presential):** coordination of international trainings, onboarding and mentoring facilitation teams, and program infrastructure
- **French language proficiency,** speaking, reading, and writing (B1/B2)

Career History

Doctors Without Borders/Médecins Sans Frontières

*Instructional Designer, Program Manager, Training Coordinator,
Country HR and Finance Manager, and Field Administrator*

Multiple Assignments and Locations

May 2009 – present

detailed addendum available upon request

Current Contract: *Instructional Designer, People Management Unit (PMU) (March 2020 - present):*

Creating management training programs and content in alignment with organization's values and approach to work. Collaborating with other departments to ensure links across training programs are consistent, guiding facilitation teams in the delivery of content, creating and ensuring adherence to branding of materials and identifying platforms for global training delivery.

Other positions: Project Coordinator, Country HR and Finance Manager, and Field Administrator

- Participate in management of medically focused projects in resource-poor settings. Projects range in size of 50 - 600 team members with annual budgets up to \$5 million.
- Contribute to development of strategic plans, engaging team members in discussions, creating plans, and setting objectives and timelines.
- Manage and monitor environmental context to ensure team safety.
- Responsible for opening and closing projects, managing long-term projects, conducting investigations into management practices, and routinely analyzing and addressing issues of security and safety.
- Create productive relationships with local and governmental authorities and ensure organization policies and protocols and local laws are consistently adhered to.
- Collaborate with HQ and field teams to prepare annual budgets, monthly cash requests, analyze expenses, and propose needed corrections and adjustments.

CATHERINE CARR

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SpringDeep (self-employed)

May 2014 – current

Writer, speaker, and trainer with a focus on cultural diversity, communications, team building, leadership, and working in environments of uncertainty.

PB&J Family Services

Albuquerque, NM

Human Resources and Finance Director

Jan 2005 – Apr 2009

- Participated in the strategic management of a non-profit agency providing services to at-risk children and families. 100+ employees with a budget of \$4.5 million.
- Provided employee relations advice, consulted with employees and managers to identify root causes of concerns, collaborated to resolve concerns and created improvement plans.
- Managed recruitment and retention efforts. Recruitment expenses reduced by 50%; turnover decreased by 10%.
- Developed agency training plan and follow up for employees and volunteers, created, designed, and delivered trainings.
- Administered compensation and benefits plan and performance management systems.
- Provided oversight to Finance Department including budget development, financial analysis, contract management and compliance, payroll and accounts payable and receivable.

Additional Employment

HR Coordinator, Z-coil Footwear; **Employment Developer**, Teamworks; **Division Director**, Robert Half International; **Legal Assistant, Administrative Supervisor, and Training Coordinator**, Chevron Corporation; **Dance Instructor**, Arthur Murray and Self-employed; **Bartender**, various

Education and Certifications

Master of Business Administration, Golden Gate University, San Francisco, CA

Bachelor of Arts, Communications, University of San Francisco, San Francisco, CA

Senior Professional Human Resources Certificate (SPHR), HR Certification Institute (HRCI)

Senior Certified Professional (SCP), Society of Human Resources Management (SHRM)

Proficiencies

- Able to focus and concentrate in the midst of complete chaos.
- Able to effectively work while on airplanes, in lobbies or coffee shops, while sitting on a box, on the floor, in moving vehicles, and under trees.
- Able to successfully communicate in multi-cultural and linguistic environments
- When given a good reason or compelling argument am happy to change my mind.
- Willing to have difficult and uncomfortable conversations on a limitless range of topics.
- Better than above average computer skills and in fact, I enjoy uninterrupted quality time diving into a data set or making something look interesting enough to click on and explore further.
- Able to summarize numerous differing opinions into one comprehensive document.
- Comfortable with being uncomfortable, uncertainty, and the unknown.
- Able to find the positive and the humor in most situations.