

- **Deborah Hall Greene**

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**Summary**

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Human Resources executive with extensive experience in technology, government services and contracting industries. Background includes building a comprehensive, centralized Human Resources function in a rapidly expanding company. Creative and innovative problem solver. Proven ability to provide strategic direction that anticipates needs and protects company. Expertise includes:

- Staffing & Recruitment
- Policies & Procedures
- Management Training & Development
- Multinational Workforce Management
- Employee Relations
- Compensation & Benefits
- EEO & Employment Regulations
- Strategic Planning
- Behavioral Interviewing
- HRIS

**Education and Skills**

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Ph.D. – Va. Tech – Blacksburg, VA (Graduate Center in Falls Church, VA)

- Course Study: Adult Learning/Human Resource Development

Master of Science – The American University – Washington, DC

- Course Study: Organizational & Human Resource Development

Certified Trainer – “Behavioral Interviewing” – Behavioral Technology, Inc. – Memphis, TN

Expertise in Immigration Issues (see visaknowledge.com)

**Employment Highlights**

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**GEO-CENTERS, Inc.** – Laurel, MD

1986 – present

*A \$90 million high technology firm with a diverse multinational staff of more than 600 scientists, engineers and technologists providing contract-based research, development, and engineering services to government and industry. Contract environment requiring aggressive and ongoing recruitment of qualified specialists. Company has expanded in the last 12 years from approximately 150 to 700 people working in over 40 sites around the United States.*

**Director of Human Resources**

Reporting directly to the President, directed and coordinated a broad range of corporate activities involving the formulation, development and implementation of policies, program and practices in support of the corporation’s strategies and operations.

- Created centralized Human Resources function, developing policies and procedures, compensation and benefits plans, and staffing and recruitment strategies.
- Advise President concerning issues of regulatory compliance, present and future staffing needs, and HR policies and procedures.

- Designed and facilitated Management Development Training Programs in performance appraisal and structured interviewing methodology that has streamlined the hiring and selection process and reduced cost per hire.
- Established performance appraisal and development programs for management, professional, technical and administrative personnel.
- Selected and implemented HRIS system for efficient human resources management.
- Introduced new employee leave policy that resulted in cost savings and more efficient handling of leave time.
- Initiated Internet as part of recruitment strategy to identify qualified personnel.
- Investigate and resolve internal complaints and grievances on issues of compliance with regard to fair employment practices and government regulations including ADA.
- Direct development and implementation of Affirmative Action plans.
- Expertise in Immigration issues involving company's employment of Foreign Nationals of Distinguished Merit.
- Manage a group of 12 Human Resources, Security and Administrative professionals.

**Lockheed Martin – Bethesda, MD**

1995-1998

*A highly diversified advanced technology company with core businesses in aeronautics, electronics, energy and environment, information and technology services, and space and missiles, with annualized sales of approximately \$30 billion.*

**Corporate OD Consultant (with STI)**

- Designed, Developed, Implemented and Managed a Benefits Manual for Lockheed Martin's company-wide Plan Administrators.

**L.B. Griffin & Associates, Inc. – Washington, DC**

1981-1986

*A multi-million dollar diversified technology company, which provides computer and engineering services to the Department of Energy in support of its nuclear energy programs.*

**Manager, Administrative Services (1983 – 1986)**

- Directed Human Resources organization responsible for recruiting, compensation administration, employee benefits, EEO administration and training.
- Managed property management, security and technical writing operations.
- Served as coordinator for employee suggestions and management representative on job evaluation and Affirmative Action Program committees.

**Senior Personnel Administrator (1981-1983)**

- Coordinated recruitment of exempt and non-exempt technical and administrative personnel.
- Wrote recruitment advertisements and job posting procedures.
- Conducted orientation programs.
- Monitored and audited relocation costs and agreements.

**Affiliations**

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Academy of Human Resource Development (AHRD)  
Society of Human Resources Management (SHRM)  
National Black MBA Association  
National Capital Area Human Resources Association (NCA-HRA)  
Black Human Resources Network (BHRN)  
National Association of African Americans in Human Resources (NAAAHR)