

Yasmina Neff

HR Interim Manager

Freelancer

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Competencies

Expertise

- HR Manager, Senior Business Partner
- HR expertise in national/multinational groups, medium sized companies

Main competencies

- negotiation with Works Councils
- analysis, optimization and harmonization of HR processes, reorganisation of HR departments
- development and implementation of HR strategies and policies e.g. BGM, sickness management, surveys
- pragmatic person with a hands-on-approach, strong communication skills

CURRICULUM VITAE

SELF-EMPLOYMENT

07/2022

Interim HR Manager Germany

04/2023

olam Cocoa Deutschland GmbH, Mannheim (international, food industry, not tariff-bound) 170 employees

Parental leave replacement, one employee
reporting line: VP HR Manager EMENA and site management

Project task:

- advising and supporting the implementation of new HR processes, including "Betriebliches Eingliederungsmanagement BEM"
- advice and support for managers in conflictual management situations
- advice and support in ensuring day-to-day business
- advice and support for site management in revising collective agreements on the subject of company pension schemes, working hours in the production area and in administration
- cooperation with a Works Council

01/2022

Interim HR Business Partner

07/2022

Worldline Germany GmbH, Frankfurt (PayTech not tariff-bound, international) 830 Mitarbeiter on site

- dotted line to Manager HR BP DACH
- interim HR BP for 2 vakant roles
- collaboration with three Works Councils

Project task:

- support of harmonization of HR processes after M&A activities
- support of global salary activities and promotion process
- ensure daily business
- advice and support of business leaders

05/2021

Interim HR Business Partner

11/2021

FrieslandCampina Germany GmbH Cologne (dairy, tariff-bound, international) 260 employees

- dotted line to plant manager and HR director DACH
- team lead HR for 2 HR specialists
- cooperation with a Works Council

Projects task:

- support to implement local restructuring programm (including downsizing of FTE)
- supporting plant manager to implement lean structure in the local leaderteam
- total restaffing of the local HR team
- ensure daily business
- coaching and support of business leaders

06/2020
04/2021

Interim HR Manager

Baden Board GmbH, Gernsbach (paper industry, tariff-bound, international) 300 employees, 2 sites

- dotted line to CEO
- interim team lead HR for 2 HR specialists
- collaboration with two Works Councils

Project task:

- coaching and support of business leaders
- develop HR standards to reduce costs for headcount
- redesign of collective agreements regarding e.g. working time, implement new working time for one legal entity
- ensure daily business
- project lead to implement new time recording system „tisoware“
- project lead to implement digital payslip system “ePAYSLIP”

03/2020
04/2020

HR Consultant

CSL Behring GmbH, Marburg (international, Pharma, tariff-bound) 2900 employees

Project task:

- prepare a termination incl. collaboration with a lawyer regarding labor law
- advice and support leaders

Project has to stop early because of the Covid-19 pandemia

08/2019
12/2019

HR Project Manager

Metaldyne GmbH, Zell am Harmersbach (automotive, not tariff-bound, international) 650 employees

- dotted line to Head of HR
- collaboration with one Works Council

Project task:

design and redesign of collective agreements:

- BusinessBike (eligibility & processes)
- Health reintegration management (processes & instructions)
- Compensation & Benefit (voluntary Christmas bonus)

- Flexitime (white collars)
- Working Time ("Ampelzeitkonto", blue collars)
- organize and control of a regular employee survey (including review & redesign of questions)

02/2019
07/2019

Interim HR Manager

Allessa GmbH, Frankfurt am Main (chemical industry, tariff-bound, international) 650 employees, 3 legal entities

- interim Head of HR for 3 HR specialists and 2 assistants
- collaboration with 3 Works Councils

Project task:

- lead, support and develop the HR team
- advice and support production leader regarding personnel development of his young professionals (blended learning), organization of workshop to ensure high standards and success of technical projects
- initialize and control of a survey to create a health management system (BGM)
- negotiate collective agreements with Works Councils regarding partial shutdown for an entity

09/2017
11/2018

HR Project Manager

DOW Silicones Deutschland GmbH, Wiesbaden (chemical industry, not tariff-bound, international), 350 employees

Project task:

- advice and support leadership team to manage Post Merger Integration and Spin-Off (DowDuPont)
- advice and support HR Team to implement new Shared Service Center in Terneuzen (Netherlands), define HR procedures and hand over HR tasks to the Shared Service Center
- advice and support CEO regarding change procedures and affected labor law
- support HR leader Germany by recruiting a new HR Business Partner: Coaching and mentoring of this young professional
- advice and support leadership team regarding leadership role, develop and create leadership matrix for blue collar leaders
- negotiate several collective agreements with Works Council regarding Post Merger Integration and Spin-Off

03/2018

HR Consultant

Inreal Technologies GmbH, Karlsruhe (PropTech, not tariff-bound, international) 30 employees

- advice CEO in implementing an HR department for his business

- direct research of an appropriate candidate for the new HR lead role

12/2016
05/2017

Interim HR Manager

Trinseo Deutschland GmbH, Schkopau (chemical industry, tariff-bound, international), 570 employees, 2 sites

- interim Head of HR during maternal leave for 3 HR specialists and 2 assistants
- support of managers, ensure high quality of HR standards
- collaboration with Works Council

Project task:

- calculation of a transfer to the chemical tariff salary system, evaluation of 3 different scenarios, presentation to the leading global HR management team
- negotiation of a collective agreement regarding the salaries of non-tariff employees
- design of a proposal for sabbaticals, referring to current local regulations
- coaching and support of business leaders during leadership issues

09/2008
04/2010

Interim HR Manager

Georg Fischer GmbH, Mettmann (automotive, tariff-bound, international), 300 employees

Garant Schuh und Mode AG, Düsseldorf (wholesaler, not tariff-bound), 120 employees

Project task:

- implementation of compensation system „ERA“, regarding Saxony tariff agreements
- downsizing, development of social compensation plan and ensure proper management of dismissals

EMPLOYMENT

03/2015
09/2016

Head of HR Germany

Haltermann Carless Deutschland GmbH, Frankfurt am Main
(chemical industry, private equity, tariff-bound, international),
200 employees, 3 sites

Main responsibilities:

- leadership: 3 HR assistants
- strategies/developments: re-structuring and optimisation of the HR department regarding all HR processes, negotiation of collective agreements, introduction of BEM including sickness interview
- day to day business: advising managers, management of dismissals, cooperation with Works Councils, responsible for external payroll

05/2010
02/2015

HR Manager

Papierfabrik August Koehler SE, Oberkirch (paper industry,
tariff-bound), 1.700 employees, 2 sites

Main responsibilities:

- leadership: 3 HR assistants
- strategies/developments: managing projects (surveys for shift workers, implementation of BGM-System, including development of management training)
- day to day business: advice and support of managers, first point of contact for site and business line managers, cooperation with Works Council

10/2002
09/2008

HR Specialist

Corus Aluminium Voerde GmbH, Voerde (automotive,
tariff-bound), 480 employees

Main responsibilities:

- strategies/developments: managing projects (compensation system „ERA“, restructuring of people development)
- day to day business: advice and support for managers and employees, cooperation with Works Council

06/2002
09/2002

Practical stage during the training as a **HR Specialist**
Institut für Unternehmensberatung und Training „ift“, Köln

- during the assessments: organise and assist
- develop assessment tasks
- write the reviews

EDUCATION

03/2007
06/2008

Personalfachkauffrau
IHK, Duisburg

04/2002

manager for apprentices

10/2001
09/2002

HR specialist
Management Akademie in Essen

1995
2000

studies of Social Science
Fachhochschule Dortmund
University Degree: Diploma

TRAININGS

methodical skills

moderation, communication, presentation
management of projects

HR

regarding human resources issues
REFA Grundschein Arbeitsorganisation

train-the-trainer, basic skills (2015)

languages

German (native)
English (fluent)
French (basics)

IT skills

MS-Office
SAP HR3
Sharepoint

interests

literature, sports, voluntary commitment