

Daniel West

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More than 18 years of diverse business experience including 14 years in human resources management roles with strong decision-making capabilities and a proven ability to develop and maintain effective relationships at all levels in an organization.

HP CORPORATION 1991 to 2005

Senior Human Resources Manager – Palo Alto, CA (1998 to 2005) – Responsibilities in the Printer and Scanner Divisions involved HR activities for a 4,000-employee operation. Specifically responsible for organizational development, employee relations, recruiting, change management, and providing management consulting and thought leadership to 4 Vice Presidents and 25 General Managers. Directed a group of 10 employees and managed a \$2 million operating budget.

Regional Human Resources Director – London, England (1993 to 1998) – Provided human resources management consulting to the Regional Vice President and 9 Country General Managers in the Africa, India, and Middle East region. Directed a group of 20 employees and managed a \$500,000 operating budget.

Recruiting Manager – Palo Alto, CA (1991 to 1993) – Responsibilities in the headquarters office involved developing, implementing, and managing the college recruiting program for all US sales offices as well as recruiting senior and entry level candidates for all corporate marketing groups. Directed a group of 6 employees and managed a \$7.5 million operating budget.

Accomplishments for HP Corporation included:

- Collaborated with the applications development team to develop a program to collect/report employee performance and rewards data. This effort resulted in a 75% savings in manpower.
- Coordinated the opening of 2 new offices in Johannesburg, South Africa and Cairo, Egypt with specific responsibility for setting up staffing, negotiating office leases, developing employee manuals, and designing compensation & benefits plans.
- As Regional HR Director, designed and implemented professional development programs for each of the 9 country General Managers with a focus on recognizing and building leadership abilities. As a result of this effort, 8 of the 9 managers are high performers still employed by HP and 5 have achieved roles as Vice President.
- Reduced overall recruiting costs by 30% as Recruiting Manager.
- Received recognition for a special assignment to staff 2 new Product Support Offices with 500 technical support personnel. Successfully completed the project in 60 days with a cost-per-hire at 10% below company average.
- Recruited 35 of the current company Vice Presidents.

ENCYCLOPEDIA BRITANNICA, INCORPORATED Columbus, OH

1990 to 1991

Assistant Controller – Responsibilities for Direct Marketing Division involved accounting, reconciliation, reporting, and collections for accounts receivable. Also supervised the human resources function for an organization of 50 employees.

Accomplishments for Encyclopedia Britannica included:

- Reduced average accounts receivable from 45 days outstanding to 35 days outstanding.
- Collected \$50,000 from accounts written off to bad debts in the previous year.

PRICE WATERHOUSE
Columbus, OH

1986 to 1990

Senior Accountant / Auditor – Responsible for auditing major multi-national corporations and national banks. Supervised 3 accountants on audit assignments.

EDUCATION & PROFESSIONAL DEVELOPMENT

New York University, New York, NY
Bachelor of Science in Accounting, 1986

Professional development:

- **The HR Professional and the Law** – 2-day seminar presented by 5 west coast law firms (1999).
 - **Successfully Leading People: A Cram Course for Supervisors** – 2-day Dale Carnegie Training course (1998).
 - **Precision Questioning** – 2-day course focused on critical path thinking/questioning (1998).
 - **Principle-Centered Leadership Week** – Stephen Covey's week-long seminar (1995).
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PROFESSIONAL LICENSES & AFFILIATIONS

- Certified Public Accountant – Passed Exam in 1988 (license currently inactive)
- Member of the Society for Human Resource Management