

# JANICE GREENE, SPHR

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19291 Calmar Avenue • Honolulu, Hawaii 99861

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## HUMAN RESOURCES EXECUTIVE

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### Organizational Development • Best Practices • Acquisition Leadership

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Accomplished HR Executive with extensive experience and consummate achievements building multiple best-in-class organizations. A savvy team leader skilled in attracting the most qualified employees and matching them to jobs for which they are well suited. Pivotal contributor to senior operating and leadership executives, providing HR leadership for multiple acquisitions, from due diligence to conversion. Innovative problem solver, strategic decision maker, strong communicator.

- |                                   |                          |                |
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| ➤ Employee Relations (ER)         | ➤ Acquisitions           | ➤ Safety       |
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| ➤ HR Information Systems (HRIS)   | ➤ Change Management      | ➤ Recruitment  |
| ➤ Organizational Development (OD) | ➤ Training & Development | ➤ Compensation |
- 

## PROFESSIONAL EXPERIENCE

**HYATT HOTELS CORPORATION**, *Leading brand in the lodging industry with worldwide locations* 1984-2008  
Fast-track promotion through a series of increasingly responsible HR leadership roles. Provided HR guidance to senior leadership teams during acquisitions and hotel openings. Facilitated and delivered Hilton Core Management courses in Management Fundamentals, Change Management, and Presentation Skills.

**HYATT KILANI RESORT & SPA, Kilani, Hawaii** 2000-2008  
**RESIDENT MANAGER**

Partnered with General Manager and amassed best-ever generated EBITDA for this property, totaling more than \$4M. Served as second in command of a 4-diamond property with 387 rooms and more than 700 employees. Led the Human Resources process during the hotel acquisition process, from due diligence to conversion.

- Grew market share from 75% to 98% and improved occupancy rate from 67% to 88%.
- Achieved and increased guest satisfaction to an average of 99% and earned record results in sales.
- Introduced new "At Your Service" department to create a one-stop concept to enhance customer experience and meet and maintain Hilton standards.
- Designed and facilitated a grand two-day "Welcome to Hilton" event for 100 associates following property acquisition.
- Won "Movers and Shakers Award" for excellence in operations.

**MOKI BEACH HYATT RESORT & SPA, Honolulu, Hawaii** 2000-2002  
**DIRECTOR of HUMAN RESOURCES**

Senior HR Executive for a unionized property challenged with retaining workforce during and after 9/11 event. Led a team of more than 800 employees for 1310-room property.

- Conceptualized, communicated, and implemented a plan to control wages and benefits costs. Scheduled short-term rotating layoffs, short work weeks, and other unique strategies to avoid permanent layoffs.
- Conceived, developed, and introduced new programs after business stabilized that increased retention by at least 50% and cut staffing costs 21%.
- Partnered with city of Honolulu and created a "Sharing of Aloha" program designed to honor New York City 911 Firemen and their families at the property.

# Executive Resume

**LM Reder**



## **Executive Resume:**

**How to Write a Stellar Executive Resume** Brenda Bernstein, 2018-01-02 How to Write a Stellar Executive Resume is a step by step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position Brenda Bernstein a Certified Executive Resume Master and author of the 1 Bestseller How to Write a Killer LinkedIn Profile shares the tips and tricks she s learned from more than two decades of helping job seekers get connected with the right position Readers will discover The importance of knowing the target audience and how to best connect with them Key social media tips for spreading the word about their skills and experiences Why good ol cover letters are important and how to use them effectively Power verbs to use and words to avoid Samples of successful resumes For many executives conducting a job search it may have been quite a while since they were last looking It s easier than ever to apply for a job and as a result there s a lot of competition for a limited number of openings There s a lot to learn about the recruiting world we live in and the best ways to use the tools at our disposal This book provides practical proven up to date best practices for creating an effective executive resume that gets results **The Executive Resume Book** Loretta D. Foxman, 1989-04-04 Loretta Foxman s The Executive R sum Book details comprehensive and precise strategies for the most effective r sum It will be of significant value in helping unlock interview doors for the position seeking executive Robert K Wilmouth President CEO National Futures Association In this day of mergers acquisitions leveraged buy outs and takeovers it is becoming essential for executives to rewrite their r sum s This book will help considerably in that process Robert Lo Presto Managing Vice President Korn Ferry International I review over 200 executive r sum s each week and I wish they were all written to the standards presented in The Executive R sum Book It is right on target easy to read but not simplistic The most practical direct book on the subject I ve seen and I highly recommend it Dennis C O Neel Vice President Houze Shourds Montgomery Inc should be most helpful in assisting both executives who are making a job change and those counseling them Timothy Burns Senior Vice President Human Resources Citicorp Savings of Illinois The Executive R sum Book in a crisp and entertaining manner provides fresh and revealing insights into what it takes to prepare a snappy to the point best selling r sum Ted Saltzberg Senior Vice President Motorola Inc tells how to craft a r sum not merely as a historical condensation but as a surgically sharp job changing instrument transmitting objectives and capabilities an interview bell ringer James H Kennedy Publisher The Directory of Executive Recruiters well written and right on target Points out just what has to be done to get that foot in the door with format and suggestions that make it worthwhile and fast reading J Tom Kenny Vice President Billington Fox Ellis Inc *Top Notch Executive Resumes* Katharine Hansen, 2008-07-15 Branded resumes that illuminate the candidate s unique value proposition and ROI are a must in today s quest for the executive suite Top Notch Executive Resumes not only explains how to integrate branding into career marketing communication but also how to craft resumes that address your fit with the organization s mission and meet an employer s specific business needs Hansen

instructs high level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights as well as what he or she can contribute. Highlights of the book include A huge collection of resume samples in cutting edge formats organized by profession for easy navigability Examples of a wide variety of complementary documents including leadership profiles and executive bios that top level professionals need to round out their executive portfolios Special additional features including the preferences and peeves of hiring decision makers guidelines for working with recruiters frequently asked questions and case studies detailing complete job search marketing campaigns Let Top Notch Executive Resumes get you into that corner office

*Top Secret Executive Resumes* Steven Provenzano, 2018-01-02 Newly revised and updated for 2018 this is the only book of its kind to include documented results on more than 100 pages of resume examples as well as a free resume analysis by the author Steven Provenzano Certified Professional Resume Writer CPRW and Certified Employment Interview Professional CEIP has written more than 5 000 resumes in his 20 year career as writer career coach and corporate recruiter He is President of ECS Executive Career Services DTP Inc a career consulting firm in the Chicagoland area This practical no nonsense book shows readers how to identify and market their top leadership skills with a new high impact Profile section and how to leverage their talents and their brand on LinkedIn Includes a before after chapter a military conversion resume job search books and resources motivational articles by various experts the most popular websites for executive job seekers and sections on effective resume use networking and interviewing Mr Provenzano reveals the secrets of Certified Resume Writers and the latest job winning techniques for executives He includes support materials designed specifically for executives including follow up letters salary histories and reference sheets This is the must have guide to expand your career horizons You may send your resume direct to the author for a free resume review with or without book purchase to Careers1 Execareers.com

**Top Secret Executive Resumes** Steven Provenzano, 2000 This brief but detailed survey of resume writing techniques provides dozens of examples of successful executive resumes Author Steven Provenzano provides concrete practical advice for assembling a resume for both personal review and electronic scanning His ideas are simple and easy to implement and are presented in plain direct language Interestingly some of these concepts especially about the length and layout of a resume go against the conventional wisdom of resume writing and so are especially valuable getAbstract recommends this solid primer on resume preparation which is also a useful reference for experienced job hunters who may find ideas and inspiration from other people's resumes Executive job seekers from the mid level manager on up should find this book useful in their quest for a better use of their talents and time

**Top Secret Executive Resumes, Updated Third Edition** Steven Provenzano CPRW / CEIP, 2021-03-03 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the

author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover

**STEP-BY-STEP RESUMES For All Human Resources Entry-Level to Executive Positions** Evelyn U Salvador, NCRW, JCTC,2020-05-15 Book Delisted [Ridiculous Resumes](#) Quinn

Everett, AI, 2025-03-29 Ridiculous Resumes tackles the often overlooked world of resume writing revealing why so many job applications end up in the rejection pile This career guide exposes common yet easily avoidable mistakes that job seekers make such as including irrelevant hobbies or exaggerating skills which can instantly disqualify them The book uniquely analyzes real life resume blunders and provides data driven insights into what recruiters look for highlighting how Applicant Tracking Systems ATS filter candidates based on seemingly minor details The book s approach involves dissecting actual resumes to showcase errors and offering practical strategies for crafting a compelling resume It emphasizes understanding the psychology behind recruiter decisions helping job seekers present themselves effectively Ridiculous Resumes progresses systematically starting with foundational resume writing principles then dives into common mistakes and finally it provides a step by step guide to creating a modern resume that emphasizes strengths while minimizing weaknesses This approach aims to transform job search efforts into career success

**Top Notch Executive Interviews** Katharine Hansen, 2009-10-01 In these turbulent times the job interview game is more different than ever for executives They face a longer interview process must demonstrate a vision to meet the prospective employer s challenges and will undergo intense vetting before receiving a job offer Top Notch Executive Interviews reveals what employers really want and expect to see in executive candidate interview behavior and content The book s coverage of the executive interview difference its case studies of senior level managers in sticky interview situations and its broad collection of hiring decision maker interview peeves and preferences make it the must have companion volume to Top Notch Executive Resumes This vital book includes an insightful examination of critical differences that distinguish executive level interviews from all others along with extensive information on leveraging relationships with recruiters plentiful sample interview questions and suggested responses and a comprehensive list of sample questions to ask the interviewer Special additional features include Detailed tips on how to land an interview and conduct pre interview research The importance of nonverbal behavior and attire A thorough guide to interview formats

An interviewing checklist A chapter on tricky interview situations A directory of executive interview coaches And post interview chapters covering thank yous follow ups references vetting background checks plus negotiating and weighing job offers

**Brighten Your English Writing Skills** K. K. Singh,2022-03-13 Every human knows at least one language spoken or signed Linguistics is the science of language including the sounds words and grammar rules Words in languages are finite but sentences are not It is this creative aspect of human language that sets it apart from animal languages which are essentially responses to stimuli The rules of a language also called grammar are learned as one acquires a language These rules include phonology the sound system morphology the structure of words syntax the combination of words into sentences semantics the ways in which sounds and meanings are related and the lexicon or mental dictionary of words When you know a language you know words in that language However the sounds and meanings of words are arbitrary For the most part there is no relationship between the way a word is pronounced and its meaning *Executive Compensation Best Practices* Frederick D. Lipman,Steven E. Hall,2008-06-27 Executive Compensation Best Practices demystifies the topic of executive compensation with a hands on guide providing comprehensive compensation guidance for all members of the board Essential reading for board members CEOs and senior human resources leaders from companies of every size this book is the most authoritative reference on executive compensation

**Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service** Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters

**Make the Right Career Move** Rachelle J. Canter,2006-10-27 Praise for Make The Right Career Move Make the Right Career Move is a

wonderful guide for the new age professional This book will help you execute one of the most important decisions in your life and includes practical tips that you will use for the rest of your career Marshall Goldsmith bestselling author of *The Leader of the Future* and *What Got You Here Won't Get You There* This great new book will help thousands of businesspeople find not only a new job but a satisfying career This book is filled with practical tools and exercises that will help the reader identify what they really want from their career write a winning resume and most important of all position themselves for the job

Victoria Husted Medvec Adeline Barry Davee Professor of Management and Organizations Kellogg School of Management Northwestern University Executive Director of the Center for Executive Women This is the book that all busy executives need an indispensable guide to finding your ideal job and getting it all in a short action oriented package I highly recommend this book Les Guliassi Director Governmental Relations Pacific Gas Electric Company I have been waiting for a comprehensive and relevant guide to careers that I can recommend to my clients candidates and colleagues Make the Right Career Move provides an up to date approach to navigating careers in our ever changing and challenging workplace Eunice Azzani Senior Client Partner Korn Ferry International In my many years working in the career field here is the first book that guides attorneys and executives on making the right move to their next job career or board position It's action oriented quick to read and it's not bogged down with theory It provides tested practical tools to help readers get their dream job Martha Fay Africa Managing Director and cofounder Major Lindsey Africa

*Resumes For Dummies* Laura DeCarlo, 2019-02-22 Polish up that old resume and land your dream job We've all been there it's time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn't have to be a daunting task The latest edition of *Resumes For Dummies* answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop Let's start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can

[Ready, Aim, Hired: Survival Tactics for Job and Career Transition](#) , **The Strategic Impact of Professionally Crafted Career Documents and Expert Job Search Assistance on Job Market Outcomes** , 2025-04-10 Overview Presentation has become an essential part of today's world In every case presentation matters whether it's product service education or anything else including your career Poor presentation can significantly impact the performance of your career Your career documents need to be strategically crafted to showcase your potential in an effective way The strategic presentation of professional credentials has emerged as a critical

differentiator for career advancement This comprehensive six month study conducted by Resodro of 285 job seekers reveals measurable performance improvements in job market with professional resume services of the company Key findings 3x more interview invitations 40% increased visibility 25% CTC enhancement 30% more opportunities 95 7% success rate Job search assistance Expert assisted job search services deliver 30% more opportunities when 10 applications are submitted strategically At scale 30 expert submitted applications yield 40% more opportunity acquisition compared to self managed applications Transform your career Whether you re in any phase of your career this research reveals the efficiency of resume writing in transforming your career as compared to outdated resumes About Resodro Resodro aims for groundbreaking approach in professionally writing resumes cover letters LinkedIn profile and other career documents establishing its research driven strategies to provide professional career optimization services that yield measurable results

### **Step-by-Step Resumes For All Construction Trades Laborer and Contractor Positions** Evelyn U.

Salvador,2020-05-15 Book Delisted **Guide to a Successful Career Transition** Alex Aberle,2019-08-02 If you are stressed burnt out looking for a career change and trying to define your career path you can benefit from this guide In this self paced guide Alex Aberle a Certified Professional and Executive Coach uses her proven career coaching model of self discovery to help you find ways to attain a fulfilling career By using real life stories of her coaching clients she connects all the pieces of the puzzle to guide you from the state of frustration to getting a meaningful job The readers can choose their own career paths utilizing the tools tips and hands on exercises If you are intrinsically motivated and open to self discovery what are you waiting for You will find chapters dedicated to gaining clarity and facing your fears defining your values and ideal work environment developing an achievement based resume LinkedIn profile searching for your dream job and preparing for an interview **World-wide workforce II** Sander Schroevers,Barbara Blokpoel,Chiara Riga,2014-11-27 This second issue in the World wide workforce series provides you with a comprehensive analysis of recruiting practices in Argentina Austria Belgium Canada Finland Hong Kong India Ireland Korea Norway Singapore Spain Switzerland the United Kingdom and the United Sates of America This book shows how domestic recruiting conventions often differ significantly from those in other countries Comparative desk research focus interviews with and online polling of HRM professionals in the mentioned countries made us realise how much cultural factors can affect job search strategies across the globe World wide workforce provides an easy to use reference for those aiming at a cross border career or those interested in international HRM issues **HACK THE JOB** MADHUKAR RAJ,2018-02-12 One of the simple hacks shared in this book helped the author move from a 22 000 a year job to a 65 000 a year job in one month Just one hack was worth 43 000 While such results are not typical or guaranteed one of these hacks may be just what you need to kick start boost salvage or secure your career Employment has turned into a high speed roller coaster ride for employees over the last couple of years And job automation is snatching away their safety restraints midway exposing them to the real threat of a dangerous plunge



Employees have to throw away the old rulebook and instead hack their way to success and security in a lopsided battle for jobs against intelligent machines in what is predicted to be an unprecedentedly competitive future Over 2100 years of collective experiences of employees around the world are bundled into this comprehensive yet practical hack book This indispensable book arms you with powerful hacks that you can apply to Gain clarity on the fundamental reasons why you work or want a job Find your first or next dream job by confidently clearing interviews Transform your current job into a dream job by bridging the gap Become the master key that can unlock any type of Boss Recognize what your organization really expects from its employees Gain insight into what happens behind the scenes in management Determine if it s time to consider a job or career change Ace your performance appraisals to receive the highest rating Get elevated to higher positions quickly Obtain the maximum hike percentages and bonuses Salvage and boost a stagnating career Minimize your chances of being fired or laid off Bounce back quickly from a job loss situation Adopt the right strategy to ride the job automation wave Minimize stress and achieve a better work personal life balance Deal with a mid life or mid career crisis If an employee will read only one book in an entire lifetime it has to be this one

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