

# Enrico D. Guillaume, MBA

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## EXPERIENCE

**Havas Media Group**, Greater New York Area, NY

2013- Present

Sr. Business Advisor, Talent Acquisition | Human Resources

Havas Media is the main media brand of Havas Media Group and operates in 126 countries. Our mission is to unite brands and people through meaningful connections and drive business success. We service clients through a portfolio of specialist teams that span media, strategy, international management, digital, mobile, social media, experiential, entertainment and sports. Our simplified and integrated structure has allowed us to build one of the most agile and responsive global teams in the industry.

- Consulted senior advertising executives and leaders on HR and Talent Development and day-to-day process management
- Generated briefs for projects, consulted agency startups, and created/managed project timelines
- Talent Acquisition lead on major international and national client brand accounts
- Digital Trends lead: presenting Google & LinkedIn Analytics, providing recommendations based off of analytics, and providing a summary of current digital trends both in the job market.
- Managed the entire recruitment process: collaborated with hiring manager, sourced talent, vetted candidates, coordinated interviews, solicited feedback, negotiated salary and presented offers
- Leveraged personal database and pre-established industry contacts to build a perpetual pipeline of candidates and demonstrated ability to assess talent across a variety of disciplines
- Drove and facilitated the full interview process with the hiring managers to ensure quality of selection and timeliness of the search
- Provided interview feedback to all external candidates
- Understood Recruitment as casting; strategically put the right candidate in the right role
- Managed the hiring process, from drawing up the contract, conducting reference and background checks and notified proper parties for initial on boarding
- Updated internal and external job sites with vacancies
- Attended industry events and portfolio reviews on behalf of Havas
- Used digital recruiting experience, and the ability to consistently identify and engage talented candidates across all disciplines within an agency environment including Account Management, Strategy, Social Media and Analytics
- Ability to adapt quickly to changing priorities and interact with all levels of management and associates; experience working directly with Department Heads and Business Leads
- Hired as Advisor because of ability to bring a pre-existing massive personal network of contacts to the table
- Experience recruiting in advertising/digital agencies
- Agencies within include: Cake Group, Socialyse, Socialistic, Mobext, AFFIPERF, Artemis, MPG, Media Contacts, etc.
- Proud to have been able to work with many brands including: Yahoo!, Emirates Airlines, IKEA, Louis Vuitton Hennessy Group, DISH, Fidelity, Remy, McDonalds, Sears, Dannon, Volvo, Kmart, Huntington Bank, Autozone, Avocados of Mexico, Reynolds, Tyson, Choice Hotels, Carnival, Otsuka, Blue Cross Blue Shield, Phillips, Christian Dior, Seagate, Robert Half, etc.

**IBT Media | Newsweek**, Greater New York Area, NY

2011- 2013

Chief Talent Officer | Global Head of Human Resources

- Developed a talent acquisition strategy that supported the business goals and recognized marketplace trends.
- Defined the hiring process & acquired top talent and ensured that it was well executed.
- Managed all recruiting efforts to meet the company and department hiring goals.
- Collaborated with the marketing team to promote IBT Media as an employer of choice.
- Developed a Talent Management & Retention process to foster career development for all employees.
- Refined standard performance assessments and ensured they were executed company-wide.
- Developed and executed leadership and management training.
- Defined the strategy to maintain the company culture as the organization grew.
- Defined and executed a plan that resulted in maximum engagement of current and new employees.
- Spearheaded the company's social media following on website and social media channels.
- Developed a robust benefits strategy that employees took full advantage of
- Researched and selected the appropriate vendors and partners to deliver benefits.
- Benefits administration for employees and promotion to prospective employees.

- Developed and implemented human resources policies and procedures as needed to support the company's objectives, and managed human resources operations including employment, compensation and benefits, labor relations, training and development.
- Developed HR policies and procedures and worked together with legal counsel to ensure that the policies and procedures complied with federal and state law
- Developed and maintained a human resources system that met top management info and record needs
- Prepared budget of human resources operations
- Administered compensation and benefits program, performance review program, training and development program
- Oversaw the analysis, maintenance, and communication of records required by law
- Conducted people analytics and made valuable proposals to business team
- Conducted salary surveys within labor market to determine competitive compensation
- Represented organization at personnel-related hearings and investigations

**Lutheran Senior LIFE at Jersey City**, Greater New York Area, NY

2010- 2011

Interim Marketing Director

- Overall supervision and direction of marketing department.
- Planned and coordinated all advertising campaigns, participated in various hospital committees
- Monitored market share and adjusted marketing campaigns as needed.
- Maintained close contact with the physicians, public, public officials, media, and corporations.

**Goodwill Industries**, Greater New York Area, NY

2009- 2010

Director of Employment Services | HR

- Oversaw employee relations, training & performance management

**NBC Universal TV Network**, Greater New York Area, NY

2009 Year

MBA Graduate Management Associate

- Rotated within the NBC syndicated operating organization and across NBC to gain a deeper understanding of products, content, strategy, and revenue
- Received exposure to leaders at NBC and obtained insight into what leaders are responsible for day to day.
- My areas of interest were Ad Operations, Media, Audience Development, Research, Global Strategy & Business Operations, Business Development, Partnerships, Project Management, Human Resources, Finance, Corporate Business Development.
- Presented program ideas for new shows in weekly team meetings
- Worked with Audience Development in email blasts, which solicit public interest

**Bollinger Insurance | Arthur J. Gallagher & Co.**, Greater New York Area, NY

2004-2009

Rotational Leadership Development Intern | Management Associate

- Completed extremely selective rotational leadership development program
- Rotated across various functional roles within the organization including: Personal Insurance, Golf & Country Club Insurance, Business Insurance, Student Accident, Life & Health Insurance, College Medical, Risk Management Services, Employee Benefits Programs, Sports Insurance Programs
- Worked very closely with C-Level Executive Management and Brokers internally and externally

## EDUCATION

**Graduate School of Management – Metropolitan College, New York, NY**

Masters of Business Administration (MBA)  
Global Media Management

Earned Degree

**School of Business - Montclair State University, Montclair, NJ**

Bachelor of Science, Business Management; Minor: Economics

Earned Degree