

# Yasmina Neff

## HR Interim Manager

### Freelancer

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## Competencies

### *Expertise*

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

### *Main competencies*

- negotiation with Works Councils
- analysis, optimisation and harmonisation 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

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
- collaboration with one Works Councils

Projects:

- 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

### **Interim HR Manager**

04/2021

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

Projects:

- 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

### **HR Consultant**

04/2020

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

Projects:

- 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

Projects:

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

Projects:

- 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

Projects:

- 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

#### **Projects:**

- 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

#### **Projects:**

- 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