



JEAN O'BRIEN, PHR

Jean O'Brien brings a combination of executive experience, leadership energy, comprehensive hands-on Human Resources (HR) expertise and as a business owner to coach and train for successful careers.

As the insider, she shares an HR process of the networking, recruiting, and hiring details necessary from beginning to final hire. She coaches to best present yourself as a top candidate plus the importance of interviewing the company.

As a Career Strategist and company president, Jean has provided thousands of professionals beginning their careers to visible C-suite positions with skills to achieve their unique career goals. Jean has worked with career consulting organizations; large, small, domestic, and international companies; associations; government agencies; educational, medical, and legal institutions. A strong listener and communicator with a commitment to quality, Jean conducts one-on-one coaching sessions, group training and as a speaker.

Expertise

- Customized Outplacement Coaching
- Results-Oriented Résumés
- Business Social and Etiquette Skills
- Strategic Networking Skills
- Understand Office Politics
- Leadership And Long-Term Career Development
- Confident Communication Skills
- Professional Presentation Skills
- Present Your Unique Strengths
- Interview as a Value-Added Candidate
- Understand Body Language
- Executive Presence for Fabulous First Impressions

Experience

- Provided customized career development coaching to best gain professional confident of all skills, strengths, accomplishments, and excellent interpersonal skills. Designed to gain confidence for consistent, positive experiences that will best secure a next career opportunity.
- Successfully developed and implemented the HR division for three consecutive, 5-year, international projects, ranging from \$80 million to \$130 million, requiring combined internal staffing of from three to nine partner organizations.
- Comprehensive Human Resources experience to include; policies and procedures for extensive and complex recruitment; conflict resolution and staff counseling; employee relations; planning and review of annual merit and promotional performance; development of effective teams, training and career development and designed a comprehensive orientation handbook providing corporate structure, ensured goals were achieved stressing individual employee importance.
- Demonstrated successful management as a value-added team member combining a high degree of initiative; analytical capability; quick assessment and resolution of complex, sensitive issues plus effective communication and interpersonal skills resulting in high levels of employee retention.



Jean O'Brien (continued)

Education

B.S., Community Development (Sociology), Pennsylvania State University
PHR Certified Professional in Human Resources, American University, SHRM
Myers-Briggs Type Indicator® certification
Capital Speakers Club-Professional Public Speaking
Executive Business Etiquette Certified
Numerous leadership-training programs

