

CURRICULUM VITAE

<u>Last name</u>	: Herbots	<u>Place of birth</u>	: Tienen
<u>First name</u>	: Gerda	<u>Date of birth</u>	: 09/09/1969
<u>Address</u>	: Koning Albertstraat 86 1760 Roosdaal	<u>Nationality</u>	: Belgian
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PROFESSIONAL HISTORY

Aug 2010 – present : HRExpert.be (Herbots Management Supply bvba)

Company activity:

- HR Consultancy, your partner in Human Resources Management
 - www.hrexpert.be
 - www.thehumantouch.be

Function:

- Managing Director

Projects:

- Interim Management:
 - Senior HRBP a.i. at **Supergroup Europe** from 04 April 2016 until 03 april 2017
 - HR Manager a.i. at **BOSE NV** (Tongeren) from 24 August 2015 until 31 March 2016 (replacement maternity leave)
 - HR Manager Belgium a.i. at **Xerox CBPO Europe** from 08 January 2014 until 30 Jun 2015 (01/04/2015 taken over by Harvest Group): continuity after leave HR Manager in the first phase; November 2014 intention Law Renault Customer Care department and as result the take-over in April 2015; coordination transfer Xerox ITO to ATOS (01/07/2015)
 - HR Manager a.i. at **Ansell Healthcare** from 15 September 2013 until 15 February 2014 (replacement maternity leave)
 - HR Manager a.i. at **Unamic-HCN, Xerox company** from 07 February 2013 until 31 August 2013 (all round HR with focus soft HR & reorganization client Telenet, collective dismissal)
 - HR Manager a.i. at **HighCo BeNeLux** from 07th May until 06th July with focus on salary- & feedback (evaluation) policy
 - Director HR Operations a.i. at **Euroclear** from 14th September 2011 until March 2012 (replacement illness HR Manager)
 - HR Manager a.i. at **ZEB** (fashion retailer) from December 2010 until May 2011
- "People Power" at Audi Import Belgium: consultant in collaboration with "Positive Leadership" (www.positive-leadership.de) since December 2010 until December 2011
- Team Coaching bpost (tool Margerison-McCann Management Profile) – 2011 until 2013
- Personal/Business Coaching & Consulting, training:
 - Business Coaching & private persons
 - Personal Coaching & Training Wit Gele Kruis Oost-Vlaanderen
- Senior HR Advisor KMO Adviesraad (Unizo) since December 2011
- Docent CVO Merchtem – Ternat (Prof Image Consultant, Workshop personal colour & style advice, workshop body language – Enneagram – To apply successfully – Stress & Burn-out) since September 2011
- Imagecoach (www.thehumantouch.be): the Insite Out Connection. Colour as language & understanding how we communicate with colour(s) (colour coaching)

Nov 2004 – July 2010: Media Markt Saturn Belgium NV

Company activity:

- Wholesale company in electro (LCD, Plasma, Hifi, DVD, Foto, Entertainment, Telecom, White Goods, Multimedia)

Function:

- Human Resources Manager BeLux (21 companies, +/-1600 employees)
- Reported to COO, CFO and VP International HR

Responsibilities:

- Responsible for “full option” HRM:
 - Payroll
 - Personal administration & payroll in-house, via SAP HR since 2005
 - Follow-up & correct application of social law and Joint Committee 311
 - Salary policy
 - Training & personal development
 - Management of introduction and training programs
 - Start-up of training guide “licence to skill”
 - Development of talent, personal development via feedback dialogue
 - Career guiding, perspectives & development
 - Recruitment & selection
 - Coordination of recruitment policy
 - Start-up of the label Saturn in Belgium
 - Contact person for trade unions and syndical delegation
 - Works Council & Committee of Prevention and Protection at Work: preparation & attending monthly meetings
 - Close collaboration with Fedis, eg. negotiator for collective retail agreements every 2 years

Project leader for different projects:

- Start-up Luxemburg in 2008
- Social elections 2008
- Draw up of rules & procedures HRM, HR guide 2008
- Transfer to in-house payroll in 2005, no longer in collaboration with social administration office
- Yearly start-up of several new legal entities (new Media Markt or Saturn stores)
- Collective agreements of the company (internal coordinator & negotiator with syndical partners and delegation)

Sept 2004 – Nov 2004: Godiva NV, Koekelberg

Company activity:

- Wholesale company in premium confectionery sector, chocolate/pralines

Function:

- Human Resources Manager of Brussels plant

Responsibilities:

- Similar to responsibilities for Lidl, Belgium (see hereunder)

April 1998 – Sept 2004 : Lidl Belgium GmbH & Co KG, Ghent

Company Activity:

- Retail (food)
- Approximately 220 stores (at time of employment)
- Approximately 2500 employees (idem)

Function:

- Human Resources Manager (Lidl Belgium and 3 warehouses: DSL in Bornem, CLW in Courcelles and LDM in Genk)
- Reported to CFO, COO and CEO

Responsibilities and key experiences/projects:

- Responsible for payroll and payroll administration, in collaboration with social administration office (SD Worx)

- Elaboration and implementation of HR procedures, insured follow-up
- Follow-up and implementation of Belgian social laws
- Coordination of recruiting department
- Development of introduction and training programs, in liaison with line management
- Implementation and coordination of the remuneration policy and strategy
- Follow-up of budgets
- Main contact with Labor Unions and syndical delegation
- Preparation of and assisting at Works Council / Committee of Prevention and Protection at Work meetings

Strengths and leadership skills:

- Human Resources Manager in a fast-growing company; Lidl Belgium expanded in 6 years from 600 employees in 1998 to more than 2500 employees in 2004. During this period, Project Leader for the following projects:
 - Social elections in 2000 and 2004. In 2000, start-up of Works Council and Committee of Prevention and Protection at Work
 - Automatisation of payroll activities
 - Implementation of payroll system SAP HR and interface to new social administration office (from SecoM to SD Worx)
 - HRM start-up of 2 warehouses (CLW and LDM)
 - Start-up and follow-up of HR-manual (rules & procedures)
 - Draw-up of terms and conditions of employment (collective agreements) after negotiation with unions

Nov 1992- March 1998: Les Fils de J. Meyer NV, Brussels

Company Activity:

- Wholesale company in watches
- Exclusive distributor in BeLux of following brands: Festina, Jaguar, Courrèges, Laxa, Akteo and Calypso

Function:

- In charge of Accounting & Personnel department
- Reported to CEO

Responsibilities:

- Daily general accounting
- Accounts payables & accounts receivables
- VAT, intrastat, intracom and Bebat declarations
- Yearly closing and fiscal declaration
- Personal administration
- Main contact person with VAT & fiscal administration
- Communication with external auditors
- Provided general company advise to management

EDUCATIONAL QUALIFICATIONS

- 2015 : - Stress Coach & Burn-out Coach, HRD Academy
- 2014-2015 : - Psych-K at Vrij Voluit Leven (Marina Riemslag), basic training 2014 – advanced training 2015
- 2012 : - Colour Coach, Colour Comfort
- 2011-2011 : - Margerison-McCann Team Management Profile Accreditation Program, TMS Development International Ltd (York)
 - Insights Discovery Practitioner, Insights Benelux
 - Certified Disc Personality System, Disc Factor – Disc Insights Benelux
 - Body Language Practitioner & Master, Center of Body Language
- 2010-2011 : - NLP Practitioner, Ithaka
- 2010 : - Qualified MBTI, OPP

- 2010 : - Certified Competency Assessor, collaboration between Quintessence & University of Antwerp Management School.
- 2010 : - Professional Image Consultant
- 2007-2008 : - Certified Personal Coach, collaboration between Quintessence & University of Antwerp Management School.
- 1993-1995 : - Social law consultant, CMO Leuven.
- 1987-1992 : - Master in Applied Economics, Finance division, Catholic University of Leuven.
- 1981-1987 : - Secondary education at "Sint-Tarcisiusinstituut" in Zoutleeuw, math and sciences division.

LANGUAGE QUALIFICATIONS

Dutch: mother tongue
French: fluent

English: fluent
German: strong comprehension, basic verbal skills

ADDITIONAL INFORMATION

- * Computer skills: MS Word, Excel, PowerPoint, Outlook, Cubic (accounting software), Manager (payroll software), SAP HR, basic eBlox
- * Driver's licence B
- * Hobby's: sauna, family, walking, jogging, reading
- * "Happiest employee 2006" award, elected by Jobat