

ELODIE CHALMETTE

Sunnyvale, CA • 669-224-9935 • elodie.chalmette@gmail.com • [LinkedIn](#) • [elodiechalmette.me](#)

SKILLS

- HR Consulting
- Learning & Development
- Facilitation & Training
- Change Management
- Talent Management
- Instructional Design
- Project Management
- MS Office, SharePoint
- Articulate Storyline, VideoScribe
- LMS (Skillport, Syfadis Suite)
- Workday (HRIS)
- English (fluent), French (native)

EDUCATION

VitalSmarts

Crucial Accountability Certified
Facilitator • November 2019

Dimensions Development International (DDI)

DDI Certified Trainer • April 2018

Sup des RH • Paris, France

Master's degree, Human Resources
Management • 2014

- Recruitment, payroll, career management, economics, labor law, geopolitics
- **Master's degree project:** Building a process and tools for career management and mobility at Inmac Wstore (June 2014)
- **Master's thesis:** "To what extent do labor unions contribute to build an effective social dialogue in SMEs?" (Jan. 2014)
- **TOEIC®:** 925 (April 2014)
- **Voltaire Certificate:** 708 (June 2013)

Panthéon-Sorbonne University

(Paris I) • Paris, France
Dual Bachelor's Degree, Law and
Philosophy • 2012

- Labor law, private law, public law, constitutional law, contract law, criminal law, history of law
- Philosophy of law, history of philosophy, logic and argumentation, moral philosophy, metaphysics, epistemology

EXPERIENCE

AbbVie

Senior Specialist, Business Human Resources • Full Time • March 2020 – Present

- As a HR Business Partner, provide HR consulting and guidance to R&D teams the Bay Area
- Partner with Head of HR to implement flexible work guidelines, support our move to AbbVie's new location in the Bay Area in 2021, and other HR initiatives
- Support the business and HR in the successful completion of Talent Management processes

Talent Management Specialist • Full Time • Nov. 2017 – Feb. 2020

- Support the business and HRBPs in the successful completion of annual Talent Management processes (Annual Performance Review, Goal Setting, Talent Management Review, etc.)
- Design of new learning content, facilitation of workshops, annual training plan for Sunnyvale
- Implementation of the Employee Engagement Survey in Sunnyvale and other survey projects

Talent Development Associate • Contractor with Randstad • March 2017 – Nov. 2017

- Administration of the Learning Management System for our Sunnyvale site
- Support of the training activity (logistics, communication, etc.) in Sunnyvale
- Assist HR department with various projects

Plastic Omnium

HRIS Analyst • Full Time • Oct. 2014 – Jan. 2017

- Administration of the LMS platform for Plastic Omnium Auto Exterior USA
- Implementation of training program in our new plant in Chattanooga, Tennessee
- Development of new e-learning modules (project manager and designer)

HRIS & Training Development Associate • Apprenticeship • Jan. 2013 – Sep. 2014

- Development of the training offer of the Auto Exterior University
- Implementation and administration of an LMS in the company, tutoring of LMS users (Training managers), facilitation of technical workshops
- Development of new eLearning modules (project manager and designer)
- Implementation of processes and tools (skills dictionary, job descriptions)

HELP Intérim

Recruitment Intern • Internship • July 2012 – Dec. 2012

- Recruitment (job posting, sourcing, interviews), contracting, payroll, billing