

ELODIE CHALMETTE

Learning & Development • HR Project/Program Lead • Instructional Designer • Trainer

SF Bay Area, CA • [LinkedIn](#) • elodiechalmette.me

SKILLS

- HR Consulting
- Learning & Development
- Facilitation (in-person & virtual)
- Change Management
- Talent Management
- Instructional Design
- Orientation & Onboarding
- Project Management
- Office, SharePoint, Zoom Training
- Articulate Storyline, VideoScribe
- Skillport, Syfadis Suite, Workday
- English (fluent), French (native)

EDUCATION

Crucial Learning (ex-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, AbbVie Bay Area Human Resources • Full Time • December 2021 – Present

- Lead local HR programs & projects such as L&D offerings, onboarding and orientation of new hires, buddy program and local culture initiatives. Support local employee groups and diversity councils.
- Partner with Business HR to facilitate talent management processes and programs for the Bay Area (talent review, performance review, goal setting, new leader assimilation) & work on retention and employee engagement initiatives.

Senior Specialist, Business Human Resources • Full Time • March 2020 – November 2021

- 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, revamp our exit process & provide insights to increase retention, improve new employee onboarding experience, and other HR initiatives
- Support the business and HR in the successful completion of Talent Management processes

Talent Management & Development 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)

Learning & Development Associate • Apprenticeship • Jan. 2013 – Sep. 2014

- Development of the training offer & of new e-learning modules (project manager and designer)
- Implementation and administration of an LMS in the company, tutoring of LMS users (Training managers), facilitation of technical workshops
- 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