

Jane Billbe, MBA, PHR

jane@valtasgroup.com | C: (805) 450-3642 | [LinkedIn](#)

HR VALUE PROPOSITION

Strategic and innovative HR professional able to translate high-level business goals into actionable HR and Operational initiatives and processes that improve performance, profitability, growth, and employee engagement. An empathetic leader who brings a unique perspective and appreciation that human capital is every organization's greatest asset. Authentic, solutions-focused team player who thrives on tough challenges and creative problem solving.

FIELDS OF EXPERTISE

Employee Relations
Diversity, Equity, & Inclusion
Coaching & Mentoring
Performance Management & Assessment
Project/Program Management
Workforce Transformation, Planning & Development
Budgeting - Financial Reporting
HR Policy, Process, & Systems Design

Compensation and Benefits
Organization-Wide Consensus Building
Talent Management – Recruiting & Development
Operations Management
Management Development
Strategic Partnership Development
Senior Level Management and Leadership
Continual Improvement Processes

PROFESSIONAL EXPERIENCE

Strategic Leadership Development Consultant

10/2018 - Present

Billbe Consulting, LLC

Seattle & Yakima, WA

- Strategic HR Initiatives
 - Consult with C-level executives and leaders to assess organizational objectives to evaluate workforce performance, learning requirements, and delivery of services
 - Perform needs analysis with prospective clients and key management to determine performance gaps and organizational needs to create and implement a strategic human capital management plan
 - Define relevant performance metrics across the entire business and bring insight and analysis to enable effective decision-making organization leadership
- Leadership Development
 - Work closely with managers and supervisors to provide effective leadership techniques to improve employee relations, morale, and culture
 - Responsible for creating and driving a winning corporate culture while building an outstanding senior executive team.
- Business Operations
 - Raise real and potential risks and concerns to company leadership and identify practice solutions to complex and diverse HR and business issues to senior leaders
 - Identify process improvements to simplify management of day-to-day business operations
 - Assess function effectiveness by establishing performance baselines and using benchmarks (internal and external) to identify opportunity areas

Senior Vice President, Operations & Organizational Health

08/2016 – 1/2022

Seattle Metropolitan Chamber of Commerce

Seattle, WA

- Strategic Human Resources Management
 - Provide consultation and serve as a resource to leadership, managers, and employees
 - Lead continuous process and system review and improvement with a team of 9 direct reports
 - Led 2 executive CEO searches – served as the main point of contact for board chair and executive committee members including executives from Amazon, Symetra, Boeing, and Starbucks.
 - Design and implement organization-wide initiatives to ensure competitiveness, including succession planning, talent reviews, employee surveys, staff and leadership retreats, compensation strategy, DEI, and recruitment
 - Designed and developed a comprehensive diversity and inclusion strategy that resulted in a more integrated and cohesive approach to ensuring an inclusive and highly engaged and motivated team environment that addresses the needs of talent acquisition and management.
- Compensation and Benefits Administration
 - Benefits administrator – review benefits for value and price on a regular basis, ensure a competitive benefits package to attract and retain talent
 - Implement & update the organization's compensation program; benchmark salary practices and implement change
 - Administer company 401(k) plan and serve as plan sponsor for \$11M asset plan
- Talent and Performance Management

- Manage and lead recruitment efforts for Seattle Chamber and affiliates, including temporary and contract workers
- Increase efficacy and decreased assimilation time through development of an improved new hire onboarding program
- Oversee annual performance evaluation process and training plan development and implementation
- Operational Oversight – Human Resources, Facilities, Payroll, & Information Technology (IT)
 - Direct and coordinate operational activities at the highest level of management with the help of functional area directors.
 - Select and oversee the implementation of new systems and provide guidance to staff within the organization
 - Successfully rolled out 3 enterprise level systems – HRIS, ATS, and CRM/MMS
 - Oversee the maintenance & optimization of technological infrastructure (networks and computer systems) in the organization
 - Monitor, interpret and implement State and Federal legislation that impact the entire organization

Human Resources Generalist

01/2013 – 08/2016

Seattle University

Seattle, WA

- Recruitment Initiatives - Recruit for open staff and temporary positions, utilizing the University’s applicant tracking system, PeopleAdmin, manage pool of temporary candidates and maintain relationships with vendors, including recruiting and staffing agencies, and create and distribute offer letters, onboarding checklists, and support hiring managers in the hiring of new staff
- Employee Relations – manage logistics and programmatic aspects of new employee Onboarding and Orientation experiences, conduct industry benchmarking analysis, update onboarding materials and experience to better engage and retain new hires
- Business Operations - contract negotiation, personnel file compliance, unemployment coordinator, departmental budget management, website management, manage University Faculty/Staff training and compliance initiatives, supervise front office staff, initiated and led an HR Policy Manual audit and revision process
- Employee Engagement and University Initiatives - Coordinate University signature events including Faculty/Staff Appreciation and Faculty/Staff Service Day

EDUCATION & PROFESSIONAL CREDENTIALS

Professional in Human Resources (PHR) Certification

March 2017

Master’s in Business Administration, Leadership Development Specialization

06/2013-08/2016

Seattle University, Albers School of Business

Seattle, WA

Bachelor of Art: Environmental Science

09/2006-12/2009

Bachelor of Art: French

Santa Barbara, CA

University of California, Santa Barbara

VOLUNTEER POSITIONS

Society of Human Resource Management -Seattle Chapter

VP of Outreach

01/2019-12/2020

President

01/2021-12/2021

Past-President

01/2022-Present

Society of Human Resource Management -Washington State Council

Membership Director

01/2022-Present

Ada Developer’s Academy

Board Member

09/2021-Present