

virtus

personele dienstverlening

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Personal Profile

I am analytical, decisive and results oriented. Further on I have excellent communication skills and I am a problem solver. My vision is that there needs to be a good balance between the business side of Human Resources and the way how you treat your employees as Human Capital. Also, I believe that good payrolling is the basis on which Human Resources can grow. If your payrolling is not done correctly, you have unhappy staff. I am used to checking the promised individual Compensation and Benefits during payrolling each month.

Work history

01/08/2013 – October 2018 : Virtus Personele Dienstverlening
Position : Owner/ HR- Advisor/ Business Partner/ Manager
Activities: HR Consultancy, HR Management, HR Administration, Interim HR

Experienced with:

Designing, implementing various policies like: appraisals and evaluations, sick leave policies, Corona, Training & Development. Case management (WvP). Compensation & Benefits design, Performance Management, Development and Learning and HR-advice. Complete recruitment process. Advising and writing reports with labour law issues, coaching and conflict mediation. HR administration like and payrolling. Experience as part of the MT and Work Council (OR).

Customers: Van der Plas Sprouts, CCI B.V., Primus Wafer Paper, Botman Comfort BV/ Neptune, Bakkerij Besseling, Bakkerij Smit, Vyva Fabrics, building company in Volendam, Helex, Madam Cocos

01/2008 t/m 14/10/2018 : Hessing Zwaagdijk BV
Position : HR Advisor
Job purpose: Providing an important contribution with the development and performance of the HR Policy and HR instruments.

- Advising management concerning the practise of HR Policies on a tactical and a strategic level.
- Company contact for a wide variety of HR subjects, like the development and coaching of leadership and/or teams, working conditions and evaluation instruments.
- Advising management and employees about onboarding, career opportunities and possibilities.
- Recruitment and designing job and task descriptions
- Compensation & Benefits.
- Case management (WvP) and outplacement.
- Conflict mediation and negotiations of dismissal, coaching employees and managers.
- Responsible for yearly salary systematics and evaluations.
- Making a variety of procedures, workflows and policies.
- Coaching employees and managers.
- HR administration and reporting as well as checking the worked hours, compensation & benefits and salary slips per 4 weeks payment (Payrolling).
- Handling conversations with employees about a reorganization and offer them different options.
- Facilitator on the job for introducing and acting upon Performance Behaviour Management



HR Projects such as: HR Manual, Training about Case management and sick leave, Training job interviews, Improvement of Personal Information System and Onboarding

HR for the following departments: Packaging Production, Technical Maintenance, Quality Control, Expedition and related departments, ICT, Operations Excellence, Finance and Facilities management

On part-time basis 125 FTE. On fulltime basis 220 FTE.

06/2007 – 01/2008	:	Mercurius Groep B.V. – Wormerveer
Position	:	HR Administration Employee
06/2006 – 06/2007	:	VEZET
Position	:	HR Advisor
09/2001 – 06/2006	:	Adecco – Noord-Holland
Position	:	Recruitment Consultant

Education

2011 – 2012	:	Coaching (Psychology) (Higher level)	Certificate
2003 – 2006	:	HBO (University) Human Resources and Labour	Diploma
2001 – 2003	:	MBO (University) Legal Social Worker Employment and Human Resources	Diploma
1997 – 1999	:	Pre-University Education	No diploma
1995 – 1997	:	Higher General Secondary Education	Diploma
1991 – 1995	:	General Secondary School	Diploma

Training courses

2020	:	Strategic Recruitment (Studytube)
2020	:	Basis skills for a municipal official (Studytube)
2020	:	Lean Orange Belt (Studytube)
2020	:	Conversation Personal Development skills (Studytube)
2020	:	New Performance Management (Studytube)
2020	:	Essentials Modern HR Cyclus HR Academy
2019	:	WAB Labor Law Seminar
2019 t/m ongoing	:	Excel Course
2018	:	HR Academy Boostcamp Onboarding
2017 – 2018	:	Training experienced communication skills
2017	:	Model Baarda (Compensation System)
2017	:	Workshop take control of sick leave
2016	:	Legal facts concerning financial problems of employees
2008, 2013, 2014, 2015, 2016	:	Cobra basis, management and report builder
2014	:	Crucial conversations
2013	:	Facilitator (auditor performance behaviour management)
2012	:	Workshop Social Media
2010 -2011	:	Coaching on development and results
2009	:	Effective Communication
2008	:	Course ATPS (worktime registration program)
2008	:	Actual Labour Law
2007 -2008	:	Management training
2002 -2006	:	Training recruitment/STARR, financial pricing, assessments, Flexlaw & Labourlaw

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ICT knowledge:

:	MS Office	Experience
:	Personal Information System	Experience
:	Loket Cobra, Persmaster and Perman	
:	Other programs	Experience
	ATS (Recruitmentsystem)	
	ATPS/PC Time (time registration)	

Languages:

:	Dutch Written	Native
:	Dutch Spoken	Native
:	English Written	Good/ Excellent
:	English Written	Good/ Excellent

Other activities:

- Workshops/ training;
- HR Project Pension;
- Advising education to level the studies with the practical parts of a work environment
- Advising a training committee with FNV, CNV and the foundation