



Surname : Bakker, M.E.  
First name : Machteld  
Address : Burg. Schoutsenstraat 32  
Postal code and residence : 1671 EC Medemblik  
Telephone number : 06-14552876  
E-mail : machteld@virtuspd.nl  
Date of Birth : 17<sup>th</sup> of April 1979 Medemblik



### **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 – present : Virtus Personele Dienstverlening  
Website with more information : [www.virtuspd.nl](http://www.virtuspd.nl)  
Position : Owner/ HR- Advisor/ Business Partner/ Manager  
Activities : HR Consultancy, HR Management, HR Administration, Interim HR

October 2018 until Present : Interim HR Business Partner, Hr Project coordinator, HR Advisor and HR Manager in the FMCG branch and within the Healthcare industry.

Experience with forming vision and strategy, talent management, onboarding, case management, coaching, project management and complex legal matters.

Also hired by the SME's (small business owners). Designing, implementing and holding appraisals and evaluations, sick leave policies and taking control of Case management (WvP). Compensation & Benefits design and advice. Complete recruitment process. Advising and writing reports with labour law issues, coaching and conflict mediation. HR administration like employment contracts and files.

### Customers:

- 2 Bakeries in the region Westfriesland: Designing, implementing and holding appraisals and evaluations, sick leave policies and taking control of Case management (WvP). Answering questions about the collective labour agreement. Recruitment assignments, improvement conversations with staff and negotiations with CNV. Designing an AVG-privacy statement
- Wholesale business of leather and fabrics: Recruitment and benchmark salaries.
- Nautical Industrial Business: Compensation & Benefits, Designing, implementing and holding appraisals and evaluations, sick leave policies and taking control of Case management (WvP). Compensation & Benefits design and advice. Complete recruitment processes. Advising and writing reports with labour law issues, coaching and conflict mediation. HR administration such as employment contracts and files.
- Building company: advice about case management issues.
- Funeral branch: interim recruitment
- Technical branch: TMA-analyses



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.
- Compensation & Benefits.
- Developing a sick leave policy and acting according to the sick leave policy
- Case management (WvP) and outplacement.
- Problem solving.
- Conflict mediation and negotiations of dismissal.
- Responsible for yearly salary systematics and evaluations.
- Designing job and task descriptions.
- Making a variety of procedures and workflows.
- Responsible for making a training policy and monitoring the budget.
- 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
- Onboarding

HR for the following departments:

- Packaging Production
- Technical
- Quality Control
- Expedition and related departments
- ICT
- Operations Excellence
- Finance
- Facilities management

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



**virtus**  
**personele dienstverlening**  
 → op één lijn met uw personeel ←

06/2007 – 01/2008	:	Mercurius Groep B.V. – Wormerveer
Position	:	HR Administration Employee
Job description	:	Complete HR Administration.
06/2006 – 06/2007	:	VEZET
Position	:	HR Advisor
Job description	:	Recruitment, redesigning the staff regulations manual. Case manager WvP. HR administration. Advising employees and managers about conflicts, labour law and the collective labour agreement and other HR related items. Developing a variety of procedures and workflows.
09/2001 – 06/2006	:	Adecco – Noord-Holland
Position	:	Recruitment Consultant
Activities	:	Complete recruitment. Evaluations with customers and employees, price negotiations. HR administration, answering questions about different collective labour agreements (also Healthcare). Acquisition of new customers. Creating SLA's.

**Education**

2020 – 2021/2022	:	Strategic Labor Law	5 modules, 3 left
2011 – 2012	:	Coaching (Psychology) (Higher level)	Certificate
2003 – 2006	:	HBO (University) Human Resources and Labour	Diploma
2001 – 2003	:	MBO (University) Legal Social Worker	Diploma
		Employment and Human Resources	
1997 – 1999	:	Pre-University Education	No diploma
1995 – 1997	:	Higher General Secondary Education	Diploma
1991 – 1995	:	General Secondary School	Diploma

**Training courses**

2021	:	TMA (Team) Professional
2021	:	Basics Participation Counsel School
2020, 2021	:	Reorganisation, sick leave, negotiation labor law
2020	:	Performance Management, Strategic Recruitment, Project Management.
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 (worktimeregistration program)
2008	:	Actual Labour Law
2007 -2008	:	Management training
2006	:	Training recruitment selection
2005	:	Training financial pricing policy
2004	:	Training taking assessments

**virtus**  
**personele dienstverlening**  
 → op één lijn met uw personeel ←

2003	:	Commercial training
2003	:	Training interviewing with STARR
2002	:	Training flexlaw & Labourlaw

**ICT knowledge:**

:	MS Office	Experience
:	Personal Information System	Experience
:	Cobra, Youforce, Beaufort (basic), Afas(basic)	

**Languages:**

:	Dutch Written	Native
:	Dutch Spoken	Native
:	English Written	Good
:	English Written	Good

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
- Participation council parents primary school