

NICHOLAS A. CLEMENTS

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Lansdowne, Virginia

A dynamic, business centric, results driven professional with achievements and advanced education in management, human resources, leadership, organizational development, change management, strategic planning, budget management, organizational efficiency and effectiveness, research, and analysis. Excellent written and oral communication, facilitation skills, and demonstrated ability to effectively interact across organizational departments with various stakeholders. Skilled in working individually, as well as in leading collaborative teams.

EDUCATION

Georgetown University – McDonough School of Business, Washington, DC
AACSB Bridge Program – Professionally Qualified (PQ) Status

The George Washington University, Washington, DC
Doctor of Education (ABD) – Administration & Policy – *Expected 2015*
Dissertation Topic: Competency Based Leadership: A Qualitative Study

University of Mary Washington, Fredericksburg, VA
Master of Business Administration – Organization & Human Resource Development

University of Mary Washington, Fredericksburg, VA
Bachelor of Liberal Studies – English

EXPERIENCE

Lecturer

Georgetown University – Master of Professional Studies – Human Resources Management
Washington, D.C. – Part-Time

- **Course Development** – Determine learning objectives and course design based on program offerings. Develop course materials, instruction guides, learning activities, and syllabus in line with overall program goals.
- **Instruction & Facilitation** – Provide instruction, subject matter expertise, and facilitate learning for a broad range of students with varied backgrounds to meet course/seminar learning objectives and university standards.
- **University Service** – Actively participate in a variety of institutional service opportunities including student recruitment and outreach, professional partnerships, and alumni engagement.

Lead Associate – Strategy & Organization

Booz Allen Hamilton – Human Capital, Learning, and Communications
McLean, VA – 2012 – Present (*Associate 2012 – 2013*)

- **Consulting Services** – Provide a myriad of human capital, organizational development, change management, leadership, and training consulting services to a variety of large complex federal and commercial clients.
- **Program & Operations Management** – Responsible for the planning, operations, and management of comprehensive service areas and project teams, spanning multiple simultaneous projects and various functional areas.
- **Intellectual Capital & Capability Development** – Perform appropriate research and analysis to work with capability leads in developing intellectual capital and refining capability service offerings that take into account fiscal and operating environment, as well as market trends.
- **Benchmarking** – Perform analysis of client processes, procedures, and results comparing industry standards in order to assess the success of program approaches to make recommendations for improvements.

Consulting Manager – Human Capital & Organizational Change

RG, Inc. – Human Capital & Organizational Change Management Practice
Alexandria, VA – 2011 – 2012

- **Change Management & Communication** – Systematically address change management initiatives by utilizing various change management methodologies while evaluating feasibility and potential delays, and communicating change expectations throughout the client organization at all levels.
- **Strategic Planning & Decision Support** – Collaborate across practice areas and business units to assist in organizational strategy development. Conduct S.W.O.T. and Value Chain Analysis to evaluate core competencies, forecast potential opportunities, and predict challenge areas. Research, analyze, and document internal and external performance metrics to guide executive decision making.
- **Budget Development & Management** – Serve as a member of a management team of professionals charged with the development and administration of practice area operational budget to align strategy and resources with practice and organizational goals, mission, and vision.
- **Performance Improvement** – Assist in leading the development and implementation of a performance management program through identification and utilization of performance metrics from across all practice areas and business units.

Talent Management Consultant

Unisys Corporation – Global HR Practice Consulting & Organization Excellence
Reston, VA – 2010 – 2011

- **Global Talent Management** – Develop approaches and tools to provide leaders with skills to build their people capacity to include learning and development plans, performance improvement plans, learning guides, skill inventories, etc. Align organizational structure with business strategy and make recommendations to realign workforce for future organizational needs.
- **Organizational Analysis** – Perform systematic and ad-hoc analysis to evaluate organizational effectiveness, explain labor status, and distinguish organizational trends. Provide meaningful input for modifications and improvements for the forward direction of the organization.
- **Performance Management** – Partner with management in execution of semi-annual employee performance review process in order to assess current workforce capabilities and validate any talent gaps. Identify, design, and implement performance management strategies in support of business strategy. Partner with leadership in the succession planning process.
- **Workforce Development** – Cultivate learning and development programs and paths to guide employee growth and advancement in various career groupings. Implement key people initiatives in order to optimize the value of the organization's human capital.

Management Consultant

Perot Systems/Dell Services – Government Services – Washington, D.C. – 2009 – 2010

- **Functional Needs Assessment** – Perform systematic needs assessments in order to juxtapose current with potential organizational performance.
- **Business Process Reengineering** – Identify process limitations for large federal government clients. Design and document improved process methodologies for multiple process lifecycles. Coordinate improved enterprise resource planning among various departments resulting in improved accountability and interoperability.
- **Policy & Procedure Development** – Assist in developing policies, processes, and procedures to ensure uniformity across multiple functional business units.
- **Business Process Mapping & Analysis** – Define business processes and map flows. Analyze current and proposed business processes in order to find possible inconsistencies and identify streamlining opportunities.

Human Capital & Project Manager

BKC, Inc. – Dulles, VA – 2003 – 2009

- **Human Capital Management** – Assist in design, implementation, and evaluation of the organization’s human capital policies, human resource procedures, and performance evaluation processes.
- **Training & Employee Development** – Co-manage creation of training and development programs to support both the rapid expansion of the firm’s workforce, the need for increasingly technically skilled staff, and improved employee retention rates.
- **Performance Evaluation** – Develop performance metrics and utilize tools to conduct evaluations. Administer regular evaluations, as well as outline and document performance improvement plans.
- **Recruitment** – Develop and administer the organization’s full life cycle recruitment programs, including participation in the sourcing, selection, background verification, and on-boarding processes.
- **Project Planning and Execution** – Deliver four to six concurrent projects monthly. Coordinate all project phases from initiation and requirements gathering through final implementation and tuning on time and within established budget.

ADDITIONAL EDUCATION & CERTIFICATIONS

Georgetown University – McDonough School of Business
Change Management Advanced Practitioner (CMAP) Certificate

Society of Human Resource Management
Senior Professional in Human Resources Certification (SPHR)

Human Capital Institute
Human Capital Strategist Certification (HCS)

Human Capital Institute
Strategic Workforce Planner Certification (SWP)

RELEVANT SKILLS

- Solid facilitation skills, including ability to manage group dynamics and facilitate working sessions to achieve intended outcomes
- Solid presentation skills, including ability to engage stakeholders at all levels
- Technical writing skills, to include independent development of focused, accurate and high quality reports, proposals, white papers, and thought-leadership pieces
- Ability to collect, analyze and report data for strategic planning purposes
- Ability to prepare evaluation and guidance statements for a variety of situations