

JILLIAN K. ANDREWS

| Houston, Texas | (346) 865-3010 | andrewsjill02@gmail.com | www.linkedin.com/in/jillian-andrews-4457ab203 |

PROFESSIONAL SUMMARY

International HR Professional with a decade of experience driving workforce transformation, operational excellence and cost efficiencies across multinational organizations. Proven success supporting HR strategy across 1,000+ employee populations while partnering with global Centres of Excellence. Recognized for reducing turnover costs by 25%, improving productivity by 50%, and strengthening compliance, mobility and engagement frameworks across complex, multicultural environments. Expertise spans Employee Relations, Workforce Planning, Talent Strategy, Global Mobility, Leadership Coaching, DEI, Engagement & Culture, HSE/SQ Integration, Change Management, Organizational Development, HR Analytics, Policy Design & Execution.

PROFESSIONAL EXPERIENCE

HALLIBURTON ENERGY SERVICES - US- based public (NYSE: HAL) Oil & Gas multinational corporation, one of the world's largest providers of products and services to the energy industry, with annual revenues of US\$22.94B, having over +55k employees, 150 nationalities, across 80 countries.

HR BUSINESS PARTNER I

AUGUST 2020 - JULY 2025

Led HR strategy across Halliburton's Caribbean Geo Market (Trinidad, Suriname, Guyana, French Guiana), supporting a diverse workforce of 1,000+ employees including locals, expatriates, commuters, contractors, interns, and contingency assignees. Partnered with Regional Leadership and global Centres of Excellence across North America, Latin America, Europe, Africa, and the Middle East to deliver a truly global perspective on HR management, ensuring alignment of people strategies with business objectives and fostering operational excellence. Contributed to achieving \$5.5B in Q3 2025 revenue through workforce stability and operational continuity.

- **Employee Relations & Compliance:** Led investigations, tribunals and disciplinary hearings resolving 100% of cases without litigation escalation. Partnered with legal Counsels to ensure zero compliance breaches with local labor laws.
- **Global Mobility:** Managed 100+ relocation and visa cases annually, achieving 98% on-time approvals in collaboration with Immigration authorities and global teams. Reduced processing time by 20% through streamlined documentation practice, also led workforce planning and mobility efforts, including internal transfers, promotions and expatriate case management, ensuring seamless operations across diverse geographies.
- **Engagement & Wellness:** Designed and implemented wellness programs that increased participation by 35% year-over-year, contributing to employee satisfaction scores via quarterly pulse surveys. Championed diversity, equity, and inclusion initiatives, embedding DEI principles into HR policies and programs, fostering a resilient and equitable workplace.
- **Recruitment & Retention:** Partnered with leadership on talent acquisition strategies, generating faster more consistent hiring and 18% cost savings, resulting in a reduction of regrettable turnover and improving workforce stability across multiple countries.
- **Safety & Service Quality:** Partnered with HSE teams to maintain zero lost-time incidents while achieving 99.5% service quality compliance, ensuring uninterrupted operations across upstream, midstream, and downstream activities.

HR OPERATIONS PARTNER

AUGUST 2017 - JULY 2020

- Partnered seamlessly with Supervisors, Department Heads and Country Managers to proactively identify workforce challenges while delivering tailored HR solutions, resulting in a 25% reduction in turnover costs and improved employee satisfaction scores across the Geo Market.
- Spearheaded end-to-end workforce planning including recruitment, selection, internal mobility and promotions, while driving development initiatives through training, coaching and mentoring. These efforts contributed to a 50% increase in productivity, accelerated leadership readiness, and strengthened compliance by resolving grievances and disciplinary actions in strict alignment with company policies.

AMALGAMATED SECURITY SERVICES LIMITED - Leading Security Services provider in the Caribbean Region. Operates with internationally recognized certifications including ISO45001:2018 OSHA, ANSI/ASIS PSC.1.2022 (MSS Global), National Safety Council (USA), and IQ & Crime Stoppers Secure Certification, ensuring compliance and excellence in safety and security standards. Reported annual revenue of US\$305.36M, reinforcing its position as one of the most trusted and established providers in the region.

RECRUITING COORDINATOR

AUGUST 2013 - JULY 2017

Managed recruitment operations for the premier security services provider comprising 8,000+ employees, 10 business units, a fleet of 250+ vehicles, and 13 strategic operational bases. Reported directly to the CEO.

- Partnered with divisional managers to deliver tailored recruitment strategies, ensuring alignment of talent acquisition with operational needs and business growth.

- Directed full recruitment lifecycle, managed a team of 5 full-time Recruiting Officers and 5 part-time external Recruiters with an annual budget of US\$60K to support large-scale workforce needs.
- Accelerated time-to-hire by 30% and improved candidate quality through recruitment campaigns leveraging networking, referrals, social media and career fairs.
- Reduced hiring costs by 25% by streamlining candidate screening and placement processes, strengthening workforce readiness and retention.
- Prepared executive reports and presentations for senior leadership, while facilitating Recruiter training, coaching, and continuous development to enhance performance and leadership pipeline readiness.

TRINIDAD & TOBAGO POSTAL CORPORATION - State owned Corporation and leader in providing innovative, competitive, quality postal services and solutions for businesses and consumers worldwide.

HUMAN RESOURCE ASSISTANT

MAY 2011 – AUGUST 2013

- Supported HR operations within a unionized environment, comprising 5,000+ employees across 63 locations, 13 corporate shops, 19 full franchise locations, 31 limited franchise locations, and 72 postal delivery offices.
- Collaborated with HR Leaders in Manpower Planning, Industrial Relations, Compensation & Benefits and Training & Development to streamline HR processes, improving efficiency by 20%.
- Assisted in recruitment, onboarding, trainings, benefits administration, retirement planning and employee lifecycle activities improving retention rates throughout the corporation.
- Maintained the Human Resources Information System (HRIS) enhancing data accuracy and reporting, which reduced administrative errors by 25% and supported more effective workforce planning.

PROFESSIONAL QUALIFICATIONS

- **Master of Science (MSc) in Human Resource Management** – University of the West Indies, Trinidad & Tobago
- **Bachelor of Arts (BA) in Human Resource Management** – University of Greenwich, United Kingdom
- **Associate of Arts (AA) in Human Resource Management** – Cipriani College of Labour & Cooperative Studies, T&T

CERTIFICATIONS & TRAININGS

- **Leadership Development Facilitator** – Halliburton
Individual Development Planning, Diversity & Inclusion, Unconscious Bias, Effective Feedback & Communication, Crew Leadership, Productivity Unleash, Succession Management
- **Industrial Relations Certifications** - Employer Consultative Association / Halliburton
Trade Union Negotiations, Collective Bargaining Agreements, Labor Relations, Grievance Handling, Disciplinary Hearings & Tribunals, Employment Law including EEO, FMLA, FLSA, Civil Rights, OSH, ADA, and Alternative Dispute Resolutions
- **HSE / Service Quality Certifications** – Halliburton
OSHA, STOW, ISO, Ergonomics, Fire Prevention, Observation Programs, Life Rules & Critical Focus Areas, Global HSE
Fatigue Management, Environmental Compliance, Explosives, Radiation Awareness
- **Spanish Certification** – Sital College of Languages, Trinidad & Tobago
- **Project Management Certification** – Borderlink Resources Ltd, Trinidad & Tobago / Amalgamated Security Services
- SAP, SuccessFactors, Salesforce, Power BI, SharePoint, Content Management Systems

LEADERSHIP & AFFILIATIONS

- **Employee Benefits - Managed Retirement Plan | Group Life & Health Insurance** - Halliburton
Negotiated improved medical coverage achieving 15% cost savings and 95% employee participation; streamlined claims support reducing processing time by 30%. Direct liaise on between the Pension Trustee, Actuary, Company & Employees.
- **iIMPACT Professional Organization** - Halliburton
Fostered networking and development events that drove a 40% increase in employee engagement and cross-functional collaboration. Events included 5K run & charity workshops, facility tours, sporting and hiking events.
- **Women Sharing Excellence** - Halliburton
Supported mentoring and development programs, contributing to a 20% increase in female leadership pipeline readiness and 15% higher retention amongst females. Additionally, supported community service efforts and organizational events.
- **Toastmasters International** - Halliburton
Enhanced employees public speaking capabilities, leading to a 25% increase in presentation proficiency.