

Nadine Milne, CPHR, MHRM
3240 Mountbatten Cres.
Regina, SK S4W 0C5
(306) 501-2524 or (306) 205-8733

Education

Masters of Human Resource Management.

Kenneth Levene Graduate School of Business, Completed April 2017.

Bachelor's Degree Business Administration

University of Regina, Completed April 2001

Experience

January 2018 – Present – University of Regina

September 2018 to Present

Sessional Lecturer II – Hill School of Business – BUS260 Introduction to Organizational Behaviour

January 2018 – April 2018

Sessional Lecturer II - Kenneth Levene Graduate School of Business – GBUS 845 Mentorship and Development

For this course I have the responsibility of both creating and delivering course content.

August 2013 – Present – Public Service Commission of Saskatchewan

May 2013 - Present

Talent Management Consultant – MCP 07 – Public Service Commission of Saskatchewan, Recruitment and Talent Development Branch – This is a specialist role, focussing on the development, engagement, and retention of our employees. My portfolio includes, but is not limited to managing the Corporate Mentorship Program, the New Employee Orientation, new Manager Orientation, Senior Executive Orientation.

August 2013 – April 2014

Human Resources Consultant – MCP06 - Public Service Commission of Saskatchewan, Team D Serving the Ministry of Justice – This is a generalist HR role providing service and advice on the full range of HR disciplines. This particular client group required a special focus on Labour Relations issues, Classification, and Change Management, due to its' recent /on-going reorganization.

March 2012 – August 2013

Consultant/Owner – Nomadic Consulting Ltd. – Running a full service HR consulting company, with a significant portion of my contracts in the talent acquisition area.

July 2008 – May 2012 – SaskGaming

June 2011 – May 2012

Manager of Talent and Diversity – SGC 10, SaskGaming – Managing a team of 9 that provided the full range of recruitment, staffing, and all corporate learning for both Casino's Regina and Moose Jaw. My portfolio also managed the Aboriginal Employee's Network.

August 2009 – June 2011

Manager of Learning and Development – SGC 10 – SaskGaming – Managing a team of 5 that provided corporate training for both Casino's Regina and Moose Jaw. We introduced a blended learning approach that includes e-learning, in-house in-class learning, 3rd party delivered training, and distance opportunities. We also offered the Crucial Conversations course and I was one of the two certified in-house facilitators.

July 2008 – July 2009

Human Resources Consultant – SGC 08 - Saskatchewan Gaming Corporation Generalist HR duties with a primary focus on staffing. I was fortunate enough to assist in the establishment of the Responsible Gaming Team, and work with the VP of Corporate Services on the establishment of the Planning and Risk Assessment group. During my time in this role I helped my team realize some efficiency by standardizing the staffing files, changing the exit process, and tweaking the security process.

May 2006 – July 2008 – Ministry of Environment

Human Resources Consultant – MCP06 – Saskatchewan Environment Generalist HR duties. Provide strategic Human Resource expertise within assigned portfolio, advice and consultation services to the departmental management group and employees on all aspects of human resource management, staffing/employment equity, classification, benefits, labour relations, grievances, performance management, duty to accommodate. Identify and determine causes of human resources issues provide conflict resolution services and promote collaborative problem solving.

May 2005 – April 2006 – SaskPower Corporation

Recruitment and Organizational Development Consultant – OOS Level 3 – SaskPower Corporation

My client group was Transmission and Distribution and my responsibilities included providing consultative services, technical expertise, and direction in the areas of recruitment, retention, and organizational development. This included the co-ordination and facilitation of various training sessions (ie: New Employee Orientation, Recruitment Course for Hiring Supervisors and Managers), the creation of job posters for external competitions, assistance/guidance to manager's through the assessment process, creation of letters of offer and employment contracts, diversity sourcing, and attendance at career fairs.

October 2001 – May 2005 – Government of Canada

April 2003 – May 2005

Staff Relations Advisor - PE-02 - Department of Indian and Northern Affairs Canada

Responsibilities included providing advice and guidance to managers on various personnel issues (including but not restricted to discipline, staffing, and grievance), and being the advisor to the OSH committee. A member of the regional strike committee and ensured the strike preparedness of the region. . Processed ATIP requests that dealt with compensation or personnel issues. Also co-ordinated various training events in our region. Furthermore, provided supervision of the regions Compensation Unit, which included providing functional direction and support to the unit, performing employee evaluations, providing employee coaching, and when required, exercising the authority to discipline.

October 2001 - March 2003

Human Resourcing Officer - PE-02 - Public Service Commission of Canada, Staffing & Recruitment Programs Branch, Central Prairie Region.

Responsibilities included providing advice, guidance, and assistance to federal government departments with their staffing needs; counselling/advising staffing officers with labour relations issues, providing career counselling to the general public seeking employment, providing career counselling to surplus/priority persons, special recruitment focus on employment equity groups, recruiting in an innovative manner, co-ordinating/organizing conferences, giving presentations in schools on resumes/interviews/jobs with the federal public service.

Additional Courses/Training

April 2003	OH&S Committee Member Training Course
October 2003	Staff Relations Training for Managers
	JLP - Train the Trainer - Understanding and Interpreting Your Collective Agreement

November 2003	Grievance Arbitration Course and Workshop Emotional Smarts - Redefining Personal & Professional Competence
January 2005	Duty to Accommodate - Train the Trainer
June 2005	SHL Testing Certificate
August 2005	Registered Professional Recruiter Certification
December 2005	Facilitation Skills – 2 day course - U of R Centre for Continuing Education
March 2006	7 Habits of Highly Effective People
April 2007	Crucial Conversations – 2 day course I/S and O/S Class Plan Training
October 2009	Crucial Conversations, Train the Trainer
December 2009	Project Management Certificate, U of R
December 2011	CHRP Designation
December 2011	Employment Law for Managers and Supervisors, CTR
April 2012	Expedition Coaching Program, Train the Trainer