

AMY BROWN

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HUMAN RESOURCE PROFESSIONAL

- HUMAN RESOURCES POLICIES, PROCESSES, & PROCEDURES ▪ LEGAL COMPLIANCE ▪ EMPLOYEE RELATIONS
- MENTORING & MOTIVATION ▪ PERFORMANCE MANAGEMENT ▪ BENEFITS ADMINISTRATION
- LEAVE OF ABSENCE MANAGEMENT (FMLA, CFRA, PDL) ▪ STAFF RECRUITMENT & DEVELOPMENT

SUMMARY OF QUALIFICATIONS

Dedicated human resources professional equipped with 12 years of progressive experience in managing employee relations, benefits, leave of absence, recruitment, retention, and training. Demonstrated outstanding ability in providing critical support in the development and implementation of Human Resources strategies that achieve business results. Adept at effectively balancing organizational and employee needs.

HUMAN RESOURCES EXPERIENCE

Mantra Films, Inc. ▪ Santa Monica, CA

CORPORATE HUMAN RESOURCES MANAGER

Nov 2006-Mar 2008

For a \$200 million, 600 employee production company with three locations in Southern California.

Solely responsible for setting up and operating Human Resources Department. Initiated Human Resources practices and objectives. Played an integral role in developing and implementing programs and strategies in support of maximizing human capital and achieving performance goals. Led performance management processes, including contribution ratings, salary administration, promotions, and performance improvements.

- Conceptualized and executed new hire and benefits orientation which helped new staff members assimilate faster into the company culture, work at peak performance, and increased employee satisfaction.
- Facilitated management training curriculum concerning human resources management and employment law to reduce employee litigations and grievances.

Consulting Projects Unlimited ▪ Greater Los Angeles, CA

HUMAN RESOURCES PROFESSIONAL

Apr 2004-May 2006

Hired to accomplish diverse human resources functions for a wide variety of organizations

- **The Children's Collective, Inc.**—A 140-employee, non-profit social services organization.
Through the effective use of human resources processes restructured the department in compliance with federal and state laws. Served as the main conduit of information between senior management and employees. Reduced benefit payments by \$3,000 monthly. Made a substantial contribution in creating company mission, values, and vision statements.
- **Associated Comprehensive Therapies, Inc.**—A 60-employee, for-profit social services organization.
Built the company's first human resources department including its goals, objectives, and systems. Wrote and developed company's first employee handbook and policy manual to comply with federal and state laws and to foster company's culture of empathy and support for its clients and employees. Designed and implemented curriculum to be used for new hire orientation which enhanced the company's mission and values.
- **Hemacare Corporation**—A 300-employee, for-profit blood bank with locations in four states.
Advised client regarding pay for performance as well as aligning the performance review structure to company goals and strategy. Developed the Human Resources Department, including reviewing and revising policies and procedures, systems, and benefits. Decreased benefit enrollment and billing errors by 20% through consolidation of 10 different carrier enrollments to 1. This created organization and standardization for employees, the company, and the carriers.