

# JASON BROWN

📍 888 Rambling Ridge Lane, Baltimore, Maryland 21209 ☎ 888.888.8888 ✉ samplersesume@gmail.com



~HUMAN RESOURCES DIRECTOR~

## ☐ QUALIFICATIONS PROFILE

Seasoned, employee-oriented, and performance-focused professional with extensive experience in all facets of the recruitment process; coupled with well-honed staff leadership and training capabilities in motivating employees to achieve and exceed organizational goals. Expert at evaluating employees' performance, executing succession initiatives, and introducing training programs to optimize organizational efficiency. Known for excellent interpersonal and communication aptitudes essential in establishing productive relationships with all levels of individuals.

## ☐ AREAS OF EXPERTISE

Risk Management | Conflict Resolution | Training and Development | Payroll Administration  
Regulatory Compliance and Policy Enforcement | Performance Management | Benefits and Compensation

## ☐ PROFESSIONAL EXPERIENCE

### PROJECT PLASE, INC. • BALTIMORE,,MD

Director of Operations, Human Resources and Volunteer Management

2014–Present

- Effectively prioritize and direct a broad range of human resource responsibilities including:
  - Automation of recruiting and on-boarding processes for open positions, new hire orientation, and employees' training and development programs
  - Assessment and processes management of unemployment rates and supervision of employees' safety, health, and workers' compensation claims programs
  - Administration of exit interview process, evaluation of trends data in turnover, and presentation of corrective actions to the executive director
- Handle all internal investigations, which include general complaints and grievances, documents findings, and close investigations
- Observe strict compliance with federal, state, local, and organizational policies, along with Employee Retirement Income Security Act of 1974 (ERISA)
- Organize management meetings to ensure proactive communication and effective information sharing throughout the department, while maintaining trust and credibility of vendors and staff toward productive and long-term professional relationship
- Work in collaboration with managers in handling Americans with Disabilities Act (ADA) and job modification requests
- Conduct bi-weekly leadership roundtables to determine and provide effective solutions to various staff and operational issues
- Ensure the adaptability and alignment of existing and new benefit programs to standardized computer and reporting systems, as well as evaluate benefit survey results for staff to open enrollment while providing recommendations to management on existing benefits
- Provide risk management and cyber security data focused on cost and liability reduction plans, while developing benefit information as well as statistical and census data for insurance broker
- Coordinate with controller in proposing services outlined by the management, and write service contracts and submit monthly reports to Baltimore City
- Guide managers and supervisors in resolving performance and Family and Medical Leave Act of 1993 (FMLA) issues
- Develop new interviewing processes for managers and conduct managerial, clinical, and administrative staff performance evaluations

### Key Highlights:

- ✓ Successfully reduced risk on organization's culture through expert management of all employee relations processes
- ✓ Serve as the organization's representative for the onsite desk audits, which brought zero findings in a two-year period
- ✓ Made significant contribution to the organization in becoming a Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and Occupational Safety and Health Administration (OSHA) compliant
- ✓ Actualized personnel policy handbook modifications for the tennis foundation, while executing employment and community mediations