

Professional Summary

Results-driven Senior HR Leader with forward-thinking approach centered on company success and competitive growth. Demonstrated record of success in building successful teams and managing profitable operations. Well-versed in interfacing and consulting on business processes to drive results based on sound overall business judgment.

Skills

- Strategic Leadership
- Relationship building and retention
- Policy and Procedure Development
- Performance Metrics Analysis
- Consulting
- Business administration
- Staff Management
- Business Development
- Budgeting
- Program oversight
- Business planning
- DEI Initiatives

Education

M.S: Management, 12/2008
Southern Nazarene University - Tulsa, OK

Certifications

SHRM-SCP
SHRM-CP
PHR

Accomplishments

- Achieved overall growth of HR and Payroll Outsourcing from 3 clients to over 25 resulting in increase of client revenue by over \$200k annually
- Designed and implemented new HR Lite service offering to continue to grow HR Revenue
- Achieved Life and Health Insurance license to expand service offering and increase revenue
- Achieved CDR Assessment Consultant Certification to offer personality assessments to clients and increase revenue

Work History

Vice President of Human Resources, 10/2016 to Current
Care Initiatives – Oelwein, IA

- Collaborates with executive leadership to define organizations long-term mission and goals; identifies ways to support this mission through talent management.
- Identifies key performance indicators for organizations human resource and talent management functions; assesses organizations success and market competitiveness based on these metrics.
- Responsible for overall growth of HR and Payroll side of Business.
- Works with Marketing to enhance service offering and increase overall HR and Payroll client business.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Provides guidance and leadership to human resources team; assists with resolution of human resources, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Drafts and implements organizations human resource department budget.
- Participates in professional development and networking conferences and events.

Director of Human Resources, 10/2013 to 09/2016
Everlaw – Oakland, CA

- Ensures that every aspect of human resources incorporates the vision, values, and culture of the organization
- Plans, develops, implements and administers programs, procedures, and guidelines to help align staff with the strategic goals of the company
- Strategic business partner to the leadership team and will lead and direct organizational development, employee retention strategies, talent acquisition and employee development
- Directs process of organizational development that addresses issues such as succession planning, workforce development, key employee retention, organization design, workflow efficiency and change management
- Identifies company and clients’ needs and proactively seeks to develop or enhance existing practices and procedures
- Develops staffing strategies that identify and cultivate effective and appropriate sources for employees for all job levels
- Develops and implements compensation strategies and structures that align with company goals
- Ensures the provisions of cost effective benefits plan; monitors benefits environment for cost savings
- Develops and implements training and development initiatives to address current capabilities and future training needs

Regional Human Resource Manager, 02/2008 to 10/2013
Res-Care, Inc. – Wytheville, VA

- Collaborate and partner with Human Resource Centers of Expertise to offer strategic HR-based solutions which may include workforce planning, total rewards, talent retention strategies, leadership development, performance management, and leadership coaching among other people practices
- Serve as key member of regional leadership team
- Work with HR Operations to ensure full organizational needs are met from an HR perspective
- Work with business and staffing Center of Expertise to translate workforce plan into actionable staffing plan and monitors progress toward execution
- Coach throughout organization and assists others in building coaching skills
- Create and maintain awareness of critical external business and industry factors and internal human resource philosophies, strategies, programs, and practices
- Provides process - and project leadership skills to assist business leaders in discovering/implementing HR solutions directly related to organizational capabilities.