

# OLIVIA ANNE GRAYSON

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## VICE PRESIDENT, HUMAN RESOURCES

*~ A Practical Thinker who Pioneers HR Programs that Enhance Revenue Growth and Profitability while Creating Employee-Friendly, Safe, and Productive Work Environments. ~*

**Personable, Analytical, and Cost-Conscious Senior-Level Executive** offering broad-based experience providing excellence in human resources leadership. Considerable expertise creating innovative benefit and wellness programs, developing leading-edge training programs, and implementing the strategic HR function for high-growth organizations.

Superior project management, implementation, follow-up, negotiation, and consensus-building skills. Able to keep a diverse group of strong sales leaders on track. Extremely focused on creating training that delivers an above-average ROI.

Proven ability to investigate and resolve highly complex and sensitive workforce complaints and ensure internal and regulatory compliance. Proficient in Microsoft Office Suite, ADP/HRB, Ultimate Software Payroll/HRMS. MBTI Certified.

### CORE COMPETENCIES

- Developing & Executing Strategic HR Goals
- Communicating & Administering HR Policies & Programs
- Spearheading Key Projects, Initiatives & Rollouts
- Providing Employee Training & Support
- Implementing HR Management System Upgrades
- Providing Advice/Counsel to Senior Management & Staff
- Serving as a Chief Spokesperson In Labor Relations
- Ensuring Regulatory Compliance with State & Federal Laws

### NOTABLE CAREER HIGHLIGHTS

- **Initiated and developed a groundbreaking benefit and wellness program** at Colemont that fostered a healthy lifestyle culture and significantly reduced claim costs.
- **Innovated a cutting-edge broker development program that positioned Colemont as a choice employer**, significantly enhanced the company's ability to attract top talent, and altogether changed the recruitment process.
- **Twice managed the integration of data from multiple companies into a centralized online repository...** integrated 8 companies' data for Marketing Specialists Sales Company and 3 companies' data for BenefitMall.
- **Parlayed knowledge from previous Fortune 500 experience** to successfully create and implement best-in-class HR functions in 3 expanding companies (Goldrich Brokerage Group, Premier Benefits, and Cheshire Marketing Company) and lay the framework for enhanced profitability, organizational growth, talent acquisition, and retention.

### PROFESSIONAL EXPERIENCE

Goldrich Brokerage Group, Carrollton, Texas

2001–2010

*~ Full service, wholesale insurance broker generating \$1 billion in annual premium volume. ~*

#### VICE PRESIDENT, HUMAN RESOURCES

Recruited to build and launch the corporate HR function for growing organization. Managed an annual payroll budget of \$40.9 million and a departmental budget of \$600,000. Provided strategic support and coaching to the CEO, executives, and management on employee, regulatory, and business issues. Developed a competency-based performance management process. Directed payroll systems initiatives. Developed a multi-faceted lead generation and nurturing program. Chaired the 401(k) Review Committee. Developed and presented Harassment and Discrimination Awareness and Prevention training.

- **Created the Broker Development Program that resulted in 100% of new hires meeting or exceeding their initial sales goals and generating an additional \$45 million/annually** in new revenue.
- **Played a key role in growing the company from \$500 million in premiums to \$1 billion** and in driving programs that led to its outstanding reputation in the industry, both of which contributed to the company's quick sale despite the tough economy.
- **Initiated and launched a cutting-edge wellness program** that led to a 4% reduction in insurance claims.
- **Lowered insurance costs by boosting employee's use of in-network providers to 95% in 2009**—from 50% in 2002.
- **Saved the company \$180,000** by sourcing a new wellness-plan broker and negotiating a favorable contract.
- **Reduced workforce complaints by 95%** over a 5-year period by developing & implementing leadership-training initiatives.
- **Increased efficiency, accuracy, and access to real-time information, while saving \$85,000 annually**, by implementing a Web-based Payroll/HRIS integrated system that housed benefits and wage information in a centralized repository.

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