

## HR MANAGER

### Highlights

- SENIOR HUMAN RESOURCES STRATEGIST / RECRUITMENT MANAGER
- Talent Management | Strategic Recruitment Planning
- Organizational Development
- Top-performing Human Resources Professional with 10+ years of experience providing innovative and results-driven leadership within small and large organizations. Proven ability to effectively communicate with staff on all corporate levels, create and inspire positive relationships, and build solid teams of professional employees.
- Expert in designing effective recruiting strategies targeting top-quality talent, performing contract negotiations, and creating initiatives improving employee satisfaction and retention. Characterized as a compassionate manager, strategic leader, and executive recruiter.
- Value Offered
- Workforce Planning
- Team Building & Facilitation
- Project Management
- Vendor Relations
- FMLA
- Employee Retention
- Performance Appraisal
- Behavioral Interviewing
- Performance Improvement
- Employment Branding
- Recruitment
- Training & Development

### Accomplishments

- PHR - Professional in Human Resource Management Society of Human Resource Managers (SHRM) Publications: AT&T and TempHelp Build, Buy or Barrow for Success - AT&T's Wisconsin Manual for Sales and IT; Hiring Protocols (AT&T) - Strategies for Identification, Selection and Retention; Impact Recruiting - How Question Design Makes the Difference Instructor - UWM - School of Continuing Education & Certification Course: Attract/Retain&Succeed - Designing recruitment strategies to align with business objectives.

### Experience

#### HR Manager

March 2013 to Current Company Name

- Overview.
- Corporate HR Manager for project management & consultancy firm - offering advisory services to the life science, biotechnology & medical device industries.
- I provide strategic direction and design in all areas affecting talent acquisition, onboarding, performance management & instructional training design.
- My primary responsibilities involve aligning talent acquisition strategies with our practice concentrations and subject matter needs.
- I focus on recruitment (search, interview, offer contracting) retention (employee relations, Associate satisfaction), performance management (analytics, evaluation design, job descriptions (work design) and training/development.
- I am a member of our Leadership Team, serving in the capacity of Director - Talent Assimilation.
- I also focus extensively on succession planning - training our leaders in tactical, operational, human capital & organization change management strategies.

Manager - HR Corporate Recruiter and HR consultant

January 2006 to March 2013 Company Name

- for company division specializing in state-of-the-art recruiting design, HR administration and change management initiatives for large public company.
- Coordinated full-cycle recruiting and retention strategies for management positions at corporate headquarters and nationwide facilities.
- Partnered with hiring managers to provide insight and direction regarding interview and selection processes.
- Developed corporate recruiting policies, joined Corporate HR Team to assist with interview, job fair, and training projects, and report weekly metrics to senior management.
- Spearheaded implementation of company's first applicant tracking system (Region)
- Redesign interview techniques - question design, skill evaluation and situational analysis study
- Reduced total turnover rate by 20%.
- Decreased turnover by 35% for Chicago region.
- Created vendor management system and clear contract negotiation process.
- Lead Selection Advisor - Determined traits, experience, and attributes necessary for specialized positions to recruit and hire top-talent.
- Improved paper communication process by implementing E-Fax System.
- Reduced unethical and inappropriate behavior, avoiding further turnover.
- Design Recruitment protocols - initial, question design and follow-up.

#### Sr. HR Generalist/Lead Recruiting Manager

January 1998 to January 2006 Company Name - City , State

- Provided human resources and recruitment & HR Generalist support for growing placement firm consisting of approximately 38 (FT) and 514 (PT/Temporary) employees.
- Oversaw marketing of HR opportunities and recruitment of qualified candidates.
- Conducted research and was lead recruitment design and implementation manager.
- Additionally, I had responsibility to ensure contract compliance and monitor all service level metrics.
- Designed new databases and internet searches modalities to find passive and active candidates.
- Promoted from HR Generalist to HR Recruiting Manager based on strong performance in process improvement, recruitment initiatives, and performance management.
- Administered full-cycle recruiting and retention processes for largest branch consisting of 1,500 employees.
- Managed EEOC, FSLA, ADA, FMLA, employee relations, workman's compensation, benefits administration, and payroll.
- Coordinated new hire orientations, facilitated trainings, and advised managers on performance management, employee evaluations, compensation, promotions, and terminations.

#### Employee Relations Generalist

January 1992 to January 1998 Company Name - State

- Managed HR operations and generalist duties across the nation for institute consisting of 1,700 employees and 30 facilities.
- Oversaw employee relations, FMLAs, EEOC, ADA, FSLA, benefits, and payroll.
- Directed hiring managers on company policies, procedures, performance management, and terminations.
- Monitor recruitment "fill-rates" for Illinois Reduced unethical and inappropriate behavior, avoiding further turnover.
- Key contributor in Applicant Tracking System.
- Created company policy guide for supervisors and senior management.
- Developed and implemented employee wellness and referral bonus programs.
- Managed annual budget of \$2M.

#### Education

MS : Human Resources Marquette University - City , State GPA: Cum Laude Cum Laude Human Resources

JD The John Marshall Law School

BA

Bachelor of Arts Marquette University - City , State

#### Skills

ADA, art, benefits, benefits administration, biotechnology, Branding, budget, change management, contract negotiations, contract negotiation, databases, designing, direction, employee relations,

senior management, Fax, focus, hiring, Human Resources, HR, Team Building, Leadership, Director, marketing, Organizational Development, payroll, Performance Appraisal, performance management, policies, processes, process improvement, Project Management, protocols, quality, RECRUITMENT, Recruiting, recruiter, research, Strategic, STRATEGIST, training design, vendor management, Vendor Relations