

## HUMAN RESOURCES MANAGER

### Summary

To continue my professional Human Resource career in a position of leadership focused on creative people strategies and that improve employee engagement, drive business initiatives and focuses on overall operating performance and achieving strategic results.

### BUSINESS ACUMEN / FISCAL MANAGEMENT

- Knowledgeable of federal & state labor & employment law.
- Efficient effective project management skills.
- Ability to deliver results with a sense of urgency.
- Ability to analyze and interpret Profit & Loss statements.
- Effective manager of expense and budget goals.
- Microsoft Office including: Word, Excel and PowerPoint

### Accomplishments

- Effective leader and change agent.
- Member of Sr. Leadership team. Responsible for providing advice and council to Sr. Leadership and management regarding policy, law and any decisions that affect the workforce.
- Responsible for directing and motivating team of HR professionals to influence operations to exceed business expectations and goals.
- Accountable for driving performance initiatives and goals, developing and driving employee engagement programs.
- Proficient adviser to associates and management on HR policies and practices; state and federal labor laws.
- Advise management regarding associate relations concerns; conduct disciplinary and grievance hearings, ensure enforcement of EEOC, OFCCP and DPL guidelines.
- Active in maintaining an employer of choice work environment that renders third party representation obsolete.

### Experience

Human Resources Manager 08/2012 - Current Company Name City , State

To drive business initiatives by providing strategic HR guidance to leadership and management through planning, organizing and controlling the activities of the Human Resources Department. Serve as a resource for the employees, ensuring their understanding and compliance with policies and regulations. Keep management advised of potential problem areas and recommend/implement solutions as appropriate. Evaluate reports, decisions, and results of client group in relation to established goals. Recommend new approaches, policies, and procedures to support continual improvement. Plan, organize, and manage all activities of the HR Dept. Manage recruitment effort for all exempt, non-exempt, and hourly employees; monitor recruitment program; employee relations counseling; performance planning. Manage/maintain records and reports. Actively participate in client group projects and meetings.

Senior Human Resources Representative 01/2009 - 08/2012 Company Name City , State

Effectively work with management and hourly base to develop programs and strategies that create an employer of choice environment and make unionization obsolete. Strategic partner to leadership; Provide advice and counsel on workforce related activities such as; disciplinary actions, organizational development, training and diversity initiatives. Advise management and personnel, regarding application and intent of policies and procedures. Investigate & prepare reports regarding internal & external EEO and grievance claims. Analyze and prepare statistical reports, identifying trends that impact personnel and the overall business strategies. Adviser to Managing Director, five (5) Sr. Managers, thirty eight (38) Managers and eleven hundred plus (1100 +) Employees. Refined and managed the on-boarding process and strategies for two major divisions within FedEx Central Region that consists of 13 direct reports in 8 states, supporting two

Regional Vice Presidents. Developed systems and processes, from sourcing to first day on the job, to streamline the on-boarding practices and meet all State, Federal, DOT and FAA guidelines.

Matrixed to 1200 + ee's, Consult and advise management and personnel, regarding policies, practices and procedures. Provide input on workforce related activities such as disciplinary actions, training, diversity initiatives and organizational development. Investigate & prepare reports regarding internal & external EEO and grievance claims. Analyze and prepare statistical reports and identify trends that impact personnel and the overall business strategies.

Area Manager - Partner 01/2003 - 01/2004 Company Name City , State

Source and engage clients to develop and implement staffing strategies to drive business goals. Managed all aspects of office including; employee relations, recruiting and staffing, training and development, corporate and legal compliance, benefits and policy administration.

Management Selection Consultant - Organizational Development 01/2001 - 01/2003 Company Name City , State Responsible for recruitment, selection, training and development of management/exempt level personnel. Generalist / Recruiter - Responsible for strategic planning, employee relations, recruitment, training and retention; Counsel management and staff according to company policies, accepted HR practices and labor law.

Regional Recruitment Manager 01/1998 - 01/2001 Company Name City , State 80% travel among 21 matrixed facilities, establishing recruitment processes and practices that generated results. Hands on project recruiter in problematic situations.

Client Service Manager - Branch Manager 01/1996 - 01/1998 Company Name City , State Responsible for guiding team of HR professionals dedicated to selecting qualified candidates to work at various client locations. Developed creative and innovative work force solutions.

Store Manager 01/1988 - 01/1996 Company Name City , State Managed 24hr location. Generated \$13 million in sales annually, supervising and motivating 46 employees. Proven record increasing sales volume and gross profit by governing purchasing cost, controlling shrink and reducing payroll & expenses.

#### Education

Masters : Keller Graduate School of Management / Tinley Park, IL - Human Resource Management City , State , US

Keller Graduate School of Management / Tinley Park, Illinois

Masters in Human Resource Management (MHRM)

Bachelor of Science : Alcorn State University - Business Administration City , State , US

Alcorn State University / Lorman, Mississippi

Bachelor of Science: Business Administration

#### Certifications

Human Resources Certification Institute (HRCI)

Senior Professional in Human Resources (SPHR)

#### Professional Affiliations

#### PROFESSIONAL ORGANIZATIONS

Society for Human Resource Management (SHRM)

#### Skills

Human Resources, Training, Employee Relations, Recruitment, Organizational Development, Payroll, Purchasing, Equal Employment Opportunity, Recruiting, Staffing, Project Management,

Labor Law, Strategic Planning, Benefits, Budget, Employee Engagement, Employment Law, Labor Laws, Microsoft Office, PowerPoint, Word, Human Resource Management.