**Deb Nelson**

10835 SW Kable St., Tigard, OR 97224 ◼ Phone: (503) 314-1873 ◼ E-mail: debnelson8@me.com

**Professional Development**

* Detail Oriented – pays close attention to minor and major details to produce outstanding results
* Independent Worker – Able to work effectively and excel without close or immediate supervision
* Quick learner – possess strong problem solving skills and can generate creative solutions.
* Excellent Leader – able to motivate, utilize individual strengths to create strong teams and retain productive employees.
* Project Focused – detailed in set up, process flow, updates and completion of project tasks

**Core Areas of Expertise**

Organizational Leadership ▪ Consulting ▪ Employee and Leader Development and Coaching ▪ Process Improvement ▪ Employee and Employer Relations ▪ Project Management ▪ Customer Relations

**Professional Experience**

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| **Horizon Christian Schools** – Tualatin, OR. | |
| **Elementary/Middle School Auction Chair** | 2010-2011 |
| * Coordinate and negotiate all vendor contracts for School Auction. * Oversee team of 20 including various Chair positions and all Faculty involvement. * Negotiate facility and banquet options from event set up to tear down. * Communicate all needs to faculty and school parent body in various media methods. * Oversee event night for 225 guests at Oregon Golf Club, including group of 20 working volunteers. | |
| **Mainlander Property Management** – Lake Oswego, OR. | |
| **Human Resources Consultant** | 2004-2006 |
| * Responsible for HR Duties for small Property Management Company. * Recruit, Interview and Hire New Employees. * Oversee New Hire, Probation and Annual Review Process. * Complete all aspects of ADP payroll including general journal entry information. * Assist Management in reviewing policies and procedures. * Restructure Employee Handbook and created updated Job Descriptions. | |
| **NW Pump & Equipment** – Portland, OR. | |
| **Human Resources Manager** | 2001-2004 |
| * Oversee all aspects of HR Department – 210 Employees in 8 states. * Assist Management Team in setting goals, reviewing policies, creating incentive, bonus and compensation plans. * Audit, process and implement all Employee Benefits. Assist in Annual Negotiations of Benefit Plans and Programs. * Complete all aspects of payroll. Instrumental in Management and Coordination of payroll conversion from ADP to Ceridian HRIS System. * Lead and coordinate New Hire process including New Hire Employee Training. * Restructure Employee Handbook and created updated Job Descriptions. | |

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**Professional Experience (Continued)**

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| **Xenium Resources** – Tualatin, OR. | | |
| **Project Specialist** | | 2000-2001 |
| * Responsible for special reporting and project needs for HR and Payroll Teams. * Research and compile salary surveys, employee census and client specific reports. * Coordinate between Xenium and Thinkware, Inc. regarding reporting challenges and desires. * Manage client renewal process for January 2001. * Compile client specific monthly general journal entries and vacation liability reports. | | |
| **Brewed Hot Coffee/Suntory Water Group** – Portland, OR. | | |
| **Administrative Manager** | 1999-2000 | |
| * Responsible for Branch Clerical Departments for NW Region. * Oversee Daily input of all cash receipts, customer payments, delivery driver tickets and accounts receivables. * Process daily and weekly updates to prepare for Month End Closing Procedures. * Process Month End Closing Procedures including balancing Accounts Receivables and Sales Revenue. * Coordinate computer maintenance of new and existing product codes, customer maintenance and employee information. * Assist with Employee Relations during buy-out transition with Brewed Hot Coffee. | | |
| **Human Resources Manager** | 1997 – 1999 | |
| * Oversee all aspects of HR Department. * Assist Management Team in setting goals, reviewing policies, creating incentive, bonus and compensation plans. * Audit, process and implement all Employee Benefits. Assist in Annual Negotiations of Benefit Plans and Programs. * Complete all aspects of payroll. * Lead and coordinate New Hire process including New Hire Employee Training. * Restructure Employee Handbook and created updated Job Descriptions. * Lead and oversee office staff of 20 – compiling of Customer Service, AP/AR and Collections Departments. | | |
| **Express Personnel Services** | | |
| **Branch Manager** | 1990-1997 | |

**Educational Background**

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| **College** | **Scholastic Achievements** |
| * Warner Pacific College | * Bachelors of Arts – Business Administration |

**Certificates**

* Business/Professional Development

**Community Leadership**

* Parent Committee Member, Horizon Christian Schools
* Volunteer in Children’s Ministry – Tigard Christian Church
* Parent Volunteer & Room Mom Coordinator, Little Scholars Pre-School