

Ashley Shaw

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FEATURED EXPERIENCE

CODING BOOTCAMP – University of Kansas

November 2018-Present

Full-Stack Web Developer Certification (in progress)

- Curriculum includes HTML5, CSS3, JavaScript, jQuery, Java, Bootstrap, Express.js, React.js, Node.js, Database Theory, Bookshelf.js, MongoDB, MySQL, Command Line, and Git

WORK EXPERIENCE

RELATION INSURANCE SERVICES – Overland Park

August 2017-Present

Human Resources Generalist

- Develop, administer, and communicate human resources policies, plans, and procedures for all company locations
- Monitor changes in employment laws and ensure compliance with all applicable laws and regulations
- Design, implement, communicate, and administer the company's performance management program
- Design, implement, and communicate a new job framework to align the organization's position and pay
- Work in conjunction with Finance and company leadership to determine employee compensation based upon budget requirements and market value

DST SYSTEMS, INC – Kansas City

2011-2017

Compensation Analyst

(June 2016-August 2017)

- Plan, develop, socialize, and execute communication for compensation-related programs
- Provide ongoing job and salary analysis for non-sales, executive, and international positions
- Provide management consulting/education on compensation topics including STI and LTI
- Partner with DST's global IT department to create new job families as a part of the IT Transformation project
- Work with business leaders and HR partners to develop and implement a new career framework
- Process quarterly stock awards for employees celebrating milestone anniversaries

Sr. Employee Relations Representative

(July 2011 to May 2016)

- Provide guidance and formal training to managers on employee relations topics including ADA, EEO, FMLA, employment law, company policies and procedures, and performance management
- Manage workers' compensation claims, ADA requests, and ergonomics for multiple domestic locations
- Facilitate weekly new hire orientation for groups of 10-30 employees and company acquisition events
- Conduct voluntary and involuntary terminations, lead exit interviews, and respond to employee grievances
- Coordinate the Emergency Preparedness Program for multiple locations, including training employees, maintaining equipment, scheduling safety drills, and making ongoing process improvements
- Plan company events such as service awards luncheons, food truck days, multi-location donation drives, and an employee volunteer telethon for KCTV-5
- Lead a project to research, design, and implement a universal company handbook that is sensitive to the needs of today's diverse workforce and supports corporate goals and objectives

ENTERTAINMENT CONSULTING INTERNATIONAL, LLC – Kansas City Human Resources Manager Human Resources & Accounting Assistant	2008-2011 (April 2009 to July 2011) (February 2008 to April 2009)
<ul style="list-style-type: none"> ▪ Manage full-cycle recruitment for two corporate offices and 25 bars and restaurants in multiple cities ▪ Lead new hire orientation meetings and human resources training for management staff ▪ Administer benefits for approximately 150 benefits-eligible employees ▪ Work closely with in-house legal counsel to implement company policies and ensure regulatory compliance ▪ Act as employee relations liaison for multiple company locations ▪ Coordinate diversity training meetings and assist with training curriculum development ▪ Represent the company in unemployment claims and hearings ▪ Coordinate all workers' compensation claims ▪ Lead implementation for a new recruiting and onboarding system using Taleo 	
LIVENATION – Bonner Springs Seasonal Accounting Assistant	2007-2008
<ul style="list-style-type: none"> ▪ Assist the Accounting Manager with accounts payable ▪ Process payroll for non-exempt staff using ADP ▪ Project event expenses and reconcile in accordance with event budgets 	
TARGET CORPORATE HEADQUARTERS – Minneapolis Human Resources Process Specialist	2006
<ul style="list-style-type: none"> ▪ Coordinate weekly new hire orientation (40+ new employees per week) ▪ Ensure compliance with I-9 requirements and maintain personnel files ▪ Coordinate behavioral interviews for highly-compensated job candidates 	
AUGSBURG COLLEGE HUMAN RESOURCES – Minneapolis HR Assistant & Student Employment Coordinator	2004-2005
<ul style="list-style-type: none"> ▪ Manage the work study program: job postings, employee policies, campus job fairs, and student orientation ▪ Screen resumes, correspond and schedule candidates, and arrange travel ▪ Act as receptionist and first point of contact for the Human Resources department 	

EDUCATION

UNIVERSITY OF MISSOURI KANSAS CITY – Kansas City MBA, Leadership & Change in Human Systems / Entrepreneurship	December 2008
AUGSBURG COLLEGE – Minneapolis BA, Business Administration	December 2005
MCNALLY SMITH COLLEGE OF MUSIC – St. Paul AAS, Music Business	December 2003
<i>Completed one year toward a JD degree at UMKC School of Law</i>	<i>2006-2007</i>