As a Human Resources Executive, Business Professional, and Business Professor, I have successfully streamlined organizations business processes while aligning their HR initiatives to make them more profitable. I have developed, edified, implemented, and instructed them on how to reduce their cost by **$500,000/year to $5,000,000/year** and increase productivity and profitability through their employees without layoffs and terminations. I am seeking to utilize my professional and educational experience that has allowed me to create and lead a pleasant, productive, and profitable business environment. I want to utilize proven and mastered Human Resources Management (**HRM**), Organization Development (**OD**), Recruiting, Change Management, and Business Operations experience to **increase your bottom line profits** by reducing your cost.

**JK Flenory & Company LLC October 2005 - Present**

**CEO, Principal HR Business Consultant**Provide expertise and/or consultative services to business professionals and companies in Human Resources Management, OFCCP and EEOC compliance, Employee Relations, Training and Development, Coaching and Mentoring, Business Operations, Organization Development, and Change Management. Researched, Purchased, and Utilized **Oracle’s Taleo Business Edition Recruit (December 2011 – December 2015)** in which we posted job posting, collected resumes and contact information, tracked applicants’ submission, feedback, and placements.

**Skills:** HR Consulting, Business Consulting, Work Processes, Process Improvement, HR Management, Organization Development, Change Management, Change Agent, Business Partner, Recruiting, Employee Relation, Training and Development, Compensation, Benefits, Payroll, and HRIS.

**Major Accomplishments**:

* Implemented HR, OD, and Change Management techniques, toolkit, and Project Management (PM) skills to develop Work Instructions and Process Improvement Recommendations (SAP 4.6 and PeopleSoft 8.0 Payroll Systems, VISA and Immigration, Recruiting with PeopleClick, and New Employee Training), **cost savings of 19% annually.** [**Siemens AG: Mobility, Siemens Energy & Automation (SE&A)**](http://w3.siemens.com/mcms/automation/en/automation-systems/Pages/Default.aspx)with **400,000+ employees,** that manufactures Airport Logistics and Postal Automation Systems for governments and commercial clients.
* Completed EEO-1 Reporting for 2009. Designed and developed Affirmative Action Program (AAP) to meet OFCCP regulatory compliance and standards. We maintain and update yearly AAP goals, requirements, and objectives with an **annual cost savings over $5,000,000.** Successfully led Staffing and Recruiting for their newly merge company, ARGOS USA, **cost savings over $10,000** [**Argos USA**](http://www.argos-us.com/) (includes [**Southern Star Concrete**](http://www.southernstarconcrete.com/index.htm), [**Ready Mix Concrete Company**](http://www.rmcc.com/), and 2 newly acquired Lafarge cement plants and 79 ready mix plants with **3000+ employees.**
* Designed and developed Leadership Development and Team Contribution Program and Training Manuals. Developed Script, Directed, and Produced New Employee Orientation (NEO) Digital Video Discs (DVD), **cost savings over $150,000/year.** [**Brinks US**](http://www.southernstarconcrete.com/index.htm) with **49,000+ employees.**
* Successfully coached, mentored, and managed career goals and objectives for a manager of one of the largest churches in the world, **cost savings $100,000.** [**The Potters House**](http://www.thepottershouse.org/)with **400+ Employees.**
* Successfully coached, mentored, and managed career goals and objectives for an executive, **annual cost savings of $5,000,000.** [**Target Corporation**](http://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-000482)with **300,000+ Employees.**
* Successfully led Staffing and Recruiting for hard-to-fill IT positions including Director of NOC, **cost savings of $20,000.** [**Merchant Link**](http://www.merchantlink.com/)with **140+ Employees.** Successfully ledStaffing and Recruiting for inside sales and outside sales executives for Merchant Services, **cost savings over $500,000+.** [**Chase Paymentech Solutions, LLC**](http://paymentech.com/index.do)with **2000+ Employees.**

**Dallas County Community College District (DCCCD) September 2012 - December 2017**

**Adjunct Professor Business Studies**

* Provided expertise in the area of business, business establishment and management, and the various economic systems and their impact on our daily lives.
* Provided the students with real life experience and topics, addressed student concerns, prepared them for the marketplace, and helped them decide their career path.
* Taught students effectively in “Introduction to Business”, “Principles of Management”, and “Marketing Management Co-Op Program” Dual Credit courses.

**Skills:** Teaching, Training, Advising, Curriculum Development, Organization, Planning, Controlling, Technical, LMS

**Major Accomplishments**: Increased class enrollment by 50% from the Fall 2013 – Fall 2017. The Business Studies Division’s highest retention rate of 80% from Fall 2013 – Fall 2017. Received an additional course (Principles of Management – BMGT 1327) in the Fall 2013. Received an “Effective” rating for Adjunct Faculty Evaluation in the Fall 2012 and Fall 2013. Assisted four students to get accepted into 4-year university by providing letters of recommendations. See Marcellas Flenory’s Professor Rating at [**http://www.ratemyprofessors.com/ShowRatings.jsp?tid=1868220**](http://www.ratemyprofessors.com/ShowRatings.jsp?tid=1868220).

**Responsive Education Solutions (ResponsiveEd) August 2011 - May 2012**

**October 2011 - May 2012, HR Business Partner**

* Led the Human Resources Management and Organization Development (Change Management Leader) functions of the organization. Reported directly to CLO.
* OD and Change Management: Led and coordinated special projects including compensation strategy, HR Strategic plan and budget development, benefits strategy, relationship building between corporate office and schools, communication strategy for the entire organization utilizing Microsoft and marketing solutions for Brand Management.
* Led and managed a team of 8 HR and Training Professionals (HR Administrative Assistant, HR Benefits Clerk, HR Specialist, HR Benefits Administrator, HR Generalist, Professional Development Coordinator, Staff Trainer, and Events Planner).
* Advised managers on organizational policy issues and recommended needed changes. Developed, planned, implemented, and led various HR and Training strategies and initiatives such as recruiting, on-boarding, Human Resources Management System (HRMS), HR Administration and Management, compensation, benefits, employee relations, training and professional development, and performance management programs.
* Developed and led sustainable and consistent impact on HR and Professional Development’s overall productivity and choreographed a dynamic organizational department called “The HR Team” with passion and precision despite limited professional resources, automated resources, and advanced technological solutions.

**Skills:** HR Consulting, Business Consulting, Work Processes, Process Improvement, HR Management, Organization Development, Change Management, Change Agent, Business Partner, Recruiting, Employee Relation, Training and Development, Compensation, Benefits, Payroll, and HRIS.

**Major Accomplishments:** Saved the company over $5.5 million in less than 6 months by streamlining their business processes, practices, and accounting methods.Promoted from Recruiting Coordinator to Human Resources Business Partner within two (2) months of exceeding expectations. Continuously improved the brand image of the HR Team with the campuses and corporate offices. I actively led, coached, trained, and mentored all my staff, including our HR Director, to exceed their own expectations and skill set at every level by allocating specific job assignments, enrolling them in professional organizations (SHRM and ASTD) and holding them accountable weekly for program improvement, accomplishments and results, and developmental reading assignments, such as “Good to Great” and “21 Irrefutable Laws of Leadership.”

**Responsive Education Solutions (ResponsiveEd) August 2011 - October 2011**

**August 2011 - October 2011, Recruiting Coordinator**

* Provided the highest level of staffing services. Developed and performed full lifecycle recruiting and processes.
* Continuously delivered high quality professional and executive-level candidates and advanced the ResponsiveEd brand across numerous markets and professional communities, while guiding hiring managers and candidates through the ResponsiveEd selection process.
* Served as the primary point of contact for recruits throughout the interviewing process (e.g., communicates status, answers questions, extend offers to selected candidates under the direction of the hiring managers and within the guidelines of ResponsiveEd compensation policy; scheduled start date, and coordinated all follow-up efforts, etc.).
* Wrote and developed complete and detailed search assignments (client engagement documents), ensuring an understanding of job duties responsibilities and business requirements.
* Leveraged online recruiting resources and in-house applicant tracking system to identify and recruit the very best candidates.
* Created and fostered relationships with colleges and diverse professional organizations to attract and recruit alumni and diversity candidates.
* Created and maintained valid, legal, and relevant interview and behavioral questions for all positions.
* Organized, led, and documented post-interview debrief/feedback and post-mortems with interview teams and candidates.
* Performed detailed reference checking (finger printing) and/or reference analysis on selected candidates and reviewed results with hiring managers.
* Attended conferences, association meetings, job fairs, and other networking events to build relationships, promote ResponsiveEd, and develop an understanding of the regional employment market.
* Tracked, analyzed, and reported candidate pipeline status, recruitment trends, and key performance indicators (KPI) to HR Director and CLO.

**Major Accomplishments:** Filled all major and pressing positions within the two (2) months of employment. Promoted to Human Resources Business Partner (HRBP) in October 2011. Placed 120 new Campus Directors (Principals), Campus Staff, and Corporate Staff within 10 months.

**Target Corporation October 2003 - October 2005**

**Executive Team Leader Human Resources**

* Led the Human Resources Management, Employee Relations, and Organization Development functions for the 20th largest store in Target Corporation. Successful HR Business Partner with the Store Manager and 14 Assistant Managers.
* Successfully led and managed a staff of nine employees (3 full time and 6 part-time employees).
* Led, managed, and investigated all employee relations issues and/or concerns for 300-500 employees, including the management team.
* Led, promoted and updated all succession planning reports, performance management, and performance reviews for employees and management teams. Entered applicant information into the applicant-tracking database (JAS 2).
* Led and responsible for the successful implementation and controlling of the recruitment processes, interviewing, selection, pre-employment verification of candidate's employment history, criminal background, and drug screening. Negotiated and Extended offers.
* Selected to the High Potential (Change Management Agent) team. Active District and Group (multiple districts) HR resource to coach, guide, and resolve HR related issues within the District and Group.
* Selected to the Peoplesoft Test and Implementation Team Member for new financial system.

**Skills:** HR Consulting, Business Consulting, Work Processes, Process Improvement, HR Management, Organization Development, Change Management, Change Agent, Business Partner, Recruiting, Employee Relation, Training and Development, Compensation, Benefits, Payroll, and HRIS.

**Major Accomplishments:** Increased sales from $70 million - $85 million by streamlining business processes and training employees to be more productive. I was selected as a High Potential Leader (Change Management Agent) to become a Store Manager and was the Project Manager for the High Potential Group project. Prepared, coached and trained several employees that were promoted to supervisor and managers for $40-$80 million stores. I prepared two (2) of my peers for promotions for Area Pharmacy (Rx) Manager and District Manager. The District Manager has since been promoted twice and was the Senior Vice President (SVP) of the West Coast and Hawaii, USA.

**Child Action Inc. August 2002 - August 2003**

**Human Resources Specialist**

* Coordinated internal postings and external advertisements for recruitment.
* Posted jobs to the jobline and website for the entire agency (6 locations).
* Prepared materials for employee training and new employee orientation meetings.
* Conducted new employee orientation meetings weekly or monthly.
* Processed payroll and benefits administration.
* Assisted managers in employee relation issues and concerns.

**Skills:** Business Partner, Recruiting, Employee Relation, Training and Development, Compensation, Payroll, and HRIS.

**Major Accomplishments**: Filled all open requisitions within two weeks of posting. Successfully passed two audits of employees’ personnel and payroll files by third party auditors.

**Dorado Software Inc. December 1999 - October 2001**

**Human Resources Manager**

* Led the Human Resources, Employee Relations, Employee Payroll, Benefits, Recruiting, and Development functions for this Start-up organization of 25 employees. Created, developed and led the Human Resources Department from its infancy.
* Assumed P&L responsibility for company’s recruiting and retention budget. **Reduced budgeted versus actual cost year over year by 20%.**
* Led, managed, and investigated all employee relation issues and/or concerns for 225 employees, including the management team.
* Led and updated all succession planning, performance management and performance reviews for employees and management teams.
* Led, negotiated, implemented, and maintained the Benefits Plan, 401(k), and Cafeteria Plan benefits (Sec. 125) including file maintenance and benefit statement reconciliation.
* Led and managed the daily recruiting activities, requisition administration, and created job descriptions for a **cost savings of $1.5 million**.

**Skills:** HR Consulting, Business Consulting, Work Processes, Process Improvement, HR Management, Organization Development, Change Management, Change Agent, Business Partner, Recruiting, Employee Relation, Training and Development, Compensation, Benefits, Payroll, and HRIS.

**Major Accomplishments**: Built HR department from its infancy (went from 25 to 225 employees by 2001). Developed new company HR policies and procedures. I negotiated and implemented new benefit plans where existing employees received up to $800 for going from post-tax to pre-tax benefit plan, total cost savings of $1 million/year. I recruited over 200 Software Development and Sales Executives within one and a half years. I created and implemented the employee Training and Development Program**. Received quarterly performance bonuses that totaled $27,000 plus 12,000 shares of stock options in 2000; $20,000 and 6,000 shares of stock options in 2001.**

**EDUCATION**

**December 2006**University of Dallas Graduate School of Management

[**http://www.udallas.edu/**](http://www.udallas.edu/)Masters of Business Administration **(MBA)** Human Resources Management (**HRM**)

**May 1998**California State University Sacramento

[**http://www.csus.edu/**](http://www.csus.edu/)Bachelors of Science **(BS)** in Business Administration Human Resources Management (**HRM**)

**Professional Expertise and Experience:**

Fortune 25 Retail Experience ~ Project Management ~ Business Ownership ~ P&L Responsibility ~ Budget Development ~ Human Resources ~ Organization Development ~ Strategy Development (Business Operations, Sales and Marketing, HR, and OD) ~ Employee Relations ~ Customer Service ~ HR Management ~ HR Administration ~ Benefits Administration ~ Recruiting (Corporate, Technical, Executive, and Non-Technical) ~ Taleo ~ Terminations ~ Compensation Analysis ~ Payroll Development ~ Payroll Administration ~ Business Process Reengineering (BPR) ~ Affirmative Action, Diversity, and Inclusion Program Development ~ Office of Federal Contractor Compliance Program (OFCCP) and Equal Employment Opportunity (EEO) Compliance and Reporting ~ Training and Development ~ Master Trainer ~ Health and Safety ~ Leave of Absences (FMLA, PDL, CFRA, Military) ~ Coaching and Mentoring ~ Emotional Intelligence (EQ) ~ Assessments (Pre-Employment, Employee, Leadership, and Career) ~ Staffing and Recruiting Strategy Development ~ Succession Planning and Matrices Development ~ Performance and Productivity Management and Development ~ Change Management ~ Change Agent ~ Process Improvement ~ Adult Learning Theory ~ Curriculum Development ~ Experiential Learning Cycle ~ Learning Assessments and Tools.

**Programming in Computer Languages:**

FORTRAN, COBOL, Pascal, C on UNIX, C++, and HTML.

**Computer Software/Hardware:**

Kronos, PeopleSoft (8.0 and 8.9), SAP Time and Attendance (R/3), Total Pay Management Payroll Software (Millennium), Taleo, PeopleClick, Microsoft Suite, Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Outlook, Microsoft Access, MS Windows, Windows 7, Windows 95, Windows NT, Windows XP, Windows Vista, SharePoint, Serenic, EZ Access, Schedule +, Goldmine, Visual Basic, Dbase I-IV, WordPerfect, Lotus 1-2-3, Visual Analyst, Hot Dog Pro Web Editor, FrontPage, Demicron and Macromedia Products, Adobe Products, Novell NT, Basic, Netscape Navigator, Netscape Communicator, Internet Explorer, Microsoft Exchange, Intranet, Fox Pro, Quattro Pro.

**AFFILIATIONS & CERTIFICATIONS**

**2018 – Present Associate Pastor, Palm Bay Baptist Church**

**2000 – Present Society of Human Resource Management (SHRM)** – Member

**2018 – Present Greater Miami Society for Human Resource Management (GMSHRM) –** Member

**2006 – Present National Black MBA Association (NBMBAA) –** Member

**2018 – Present NBMBAA South Florida –** Member

**2008 – Present Dallas Business Club (MBA Alumni Educational Club)** – Member

**2018 – 2019 Melbourne Regional Chamber of East Central Florida** – Member

**2015 – 2017 Frisco Kings Sports Academy (FKSA) –** Chairman of the Board

**2014 – 2018 Higher Ground Always Abounding Assemblies, The Potters House –** Licensed Minister

**2011 – 2011 Essilor Vision Foundation (EVF) Annual Golf Tournament Fundraiser (Cowboys Golf Club)** – Volunteer