**Jimmy (Jun Su) Kim**

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**Human Resources Experience**

Human Resources professional with more than 13 years of Sr. HR management experience including experience with organizational development, change management, compensation program development/design and implementation. Experienced in industries such as manufacturing, shipping (import & exports), retail, commodity sales and construction. Proven ability to work with all levels of management and executives and floor workers to implement company strategies and goals. In depth experience with start-up companies, fast growing environments and corporate environments.

**Areas of Expertise**

Employee relations & investigation • Payroll management and development • Benefits analysis, development and negotiation • HR Project Management • Recruitment and talent management • Industrial Safety • Organization Development • Employment/Labor law • Title VII, FMLA and ADAAA • Change management & culture change • Career development & succession planning • Compensation analysis & program development • Labor Cost Budgeting and management • HR strategy planning • Various HRIS Software (SAP, ERP, Oracle, Paychex, ADP, Workday)

**Professional Experience**

**Private HR Consulting 05/2019-Present**

Providing HR support to small and mid-sized private companies with no HR departments or in need to re-structure their HR operations.

**Hitachi Rail USA, Inc. 11/2015-05/2019**

***Head of Human Resources Department*** *for one of the largest Heavy and Light Rail Manufacturing companies in the US. Reporting directly to the CEO and Sr. VP of Human Capital, managing all corporate human resources needs for multiple projects in multiple locations nationwide. Responsible to rebuild the human resources department to current business needs by providing necessary guidance to The President/CEO on organizational development and change management. Provide the Directors and the Managers guidance on current labor/employment laws and HR best practices to change internal organizational culture in line of the company vision and mission. Providing HR guidance on how to improve the understanding of company policies to management, directors and executives to maintain consistency throughout the organization. Partner with the IT department to improve security of information within the corporate office and satellite locations. Prepare and review annual labor cost budget and forecast to improve cost efficiencies and reduce unnecessary costs surges.*

* Work as a partner to the Executive team to build controls to lower legal risks.
* Propose, develop and implement new organizational development strategies for business continuity.
* Analyze and develop new compensation programs, recruiting resources and risk management programs.
* Examine and improve annual budgetary gaps in the labor costs and make adjustments based on company goals.
* Strategize with Executives for future projects and provide HR feedback/solutions for smooth start up.
* Develop, manage and implement employee relation initiatives throughout all projects in various locations.
* Develop improve policies and provide policy training to managers, directors and executives.
* Partner with in-house legal counsel and outside law firms regarding all legal matter requiring legal action.
* Represent the company in necessary public and client related meetings, appearances and discussions..
* Advice executives on necessary adjustments based on labor markets in a quarterly basis.

**The Royal Group 09/2013-07/2015**

***Regional Human Resources Director*** *for an international multi divisional corporation with more than 25 years doing business around the globe. Reporting directly to the President/Owner, managing all daily human resources needs of the corporate office located in Miami (52 EE) and satellite locations in Orlando (15 EE) and Ecuador (1,300 EE). Responsible to rebuild the human resources department to current business needs by providing necessary guidance to The President on organizational development and change management. Provided the Directors and the Managers guidance on current labor laws and HR best practices to change internal organizational culture in line of the company vision. Providing improvements on understanding of company policies to staff and management to maintain consistency throughout the organization. Partner with the IT department to improve security of information within the corporate office and satellite locations. Prepare and review annual HR budget and present to executives to identify areas which require improvements and plan strategies to reduce unnecessary costs.*

* Developed, proposed and implemented new organizational development strategies.
* Prepare necessary labors cost, compensation structure and labor market analysis for new projects.
* Create management controls to track variances of labor cost budgets vs. actuals.
* Continuously provide guidance to managers, directors and executives on culture change.
* Examined and improved HR documentation process for legal employee relations issues.
* Develop and implement new performance evaluations for all divisions and individual projects.
* Implementation of IT resources to control corporate matrix.
* Revised and improved handbook policies and provided policy training to managers, directors and executives.
* Partner with in-house legal counsel and outside law firms for legal proceedings.
* Prepare, present and implement HR structure changes.
* Partner with executives regarding alignment of HR strategies to company vision and mission.
* Prepare, review and approve yearly HR budget parallel to company financial objectives.

**Se-won America, Inc., Lagrange, GA 05/2011-06/2013**

***Human Resources Manager*** *for a Tier 1 auto parts manufacturing facility. Managed HR office staff of 6 for a facility of 1,200 plus employees (hourly and salary). Full cycle recruiting for both permanent and temporary employees. Recommend and administered disciplinary actions as well as terminations as required by law. Supervised payroll process for over 1,200 employees among six departments. Supported Sr. HR Director on various organizational development strategies and implementations. Educated and provided guidance to plant president, chief production officer, general managers, managers and supervisors on Local, State and federal labor regulations and laws. Resolved employee relations and investigated incidents as needed. Developed and implemented HR processes and procedures in accordance to operations and industry needs. Managed and trained HR staff on best practices for HR, AAP, EEOC, and ADAAA reporting, record keeping and administration. Developed and implemented programs such as EAP and employee recognition programs to improve moral.*

* Τraining of all employees (salary, hourly & temporary) on company policies related to safety, procedures, and processes to improve quality of work.
* Developed performance review processes, procedures, definitions and manuals to better qualify future direct hires.
* Introduced new HR goals and programs to improve employee satisfaction as part of the company culture improvement.
* Introduced new programs to promote company vision of “Dignity and Respect”.
* Established compensation programs based on local ranges and company budget.
* Improved company transparency by participating in employee meetings and conduct Q & A.
* Prepared, proposed and implemented improvements on the HRIS system to improve HR processes and reporting.
* Planned, designed and implemented HR organization goals and structure.
* Managed new performance evaluations and recoded results for succession planning.
* Promoted and championed cost efficiency improvements on man power costs.
* Worked together with all department leaders to plan and initiate organizational improvement.
* Coordinated efforts with department managers to improve work-life balance.
* Created a simple process for employees to have access to HR representatives.

**Temple-Inland, Toughkenamon, PA 11/2007-03/2010**

***Human Resources Manager*** *for a Corrugated Manufacturer. Managed and maintained all administrative HR functions in the plant. Recruited, interviewed, and hired both permanent and temporary employees. Performed all required new hire safety orientations in accordance to company policies and government regulations. Recommend and administered disciplinary actions for both salary and hourly employees. Supervised plant wide payroll processing and improved accuracy. Recommended and implemented plant wide HR process improvements. Managed and administered performance evaluation and succession planning. Supported plant manager and supervisors on Local, State and Federal Labor regulations & laws. Responsible for employee relations in facility and incident investigations as needed.*

* Developed, maintained, modified and provided guidance on internal company policies
* Maintain HR, OSHA, AAP, ADA, FMLA and environmental reporting
* Presented and adjusted compensation ranges to maintain competiveness.
* Provided monthly training on company policies, safety, health, regulations, procedures, and benefits as needed
* Managed monthly performance reviews of all hourly employees
* Managed and administered yearly team building activities.
* Managed the plant’s learning and development programs.
* Participated on monthly manager meetings to propose and implement new moral improvement programs.
* Managed plant wide “employee satisfaction survey”.

**Port to Port Int’l, New Castle, DE 04/2007-11/2007**

***HR/Operations Manager*** *International Vehicles and Goods Shipping. Coordinated and planned day to day operations for oversea shipments. Τrained all operations employees on safety procedures and policies. Managed company wide employee relations issues. Created new individual departmental processes and decreased communication issues. Recruiting, interviewing, and hiring of hourly employees. Developed employee improvement programs by cross training and job reassignments. Recommend and administer disciplinary actions as needed.*

* Improved company transparency by conducted monthly employee satisfaction surveys
* Recruited for new opened positions and replacements as needed
* Developed a new non-exempt employee pay structure to attract more qualified candidates
* Determined and resolved safety and environmental issues on the facility to less than company annual goal

**Inprax Performance Resources, Newark, DE 07/2006-04/2007**

***Staffing Agency Manager*** *(contract) Recruiting. Recruiting and training employees weekly in all areas of a manufacturing environment. Weekly payroll reports and ensuring accuracy. Provide secure and reliable employee and work trend information to client and corporate office. Develop new areas of marketing for company expansion. Supervised two different shift supervisor/leads. Created weekly work schedules and production reports for client. Worked with two main Human Resource Software; Kronos and People Soft.*

* Enforce Policies and guidelines to employees and client to reduce turnover by 25%.
* Improved client satisfaction by ensuring better candidate pool.
* Negotiated with client new higher pay rates for positions requiring more experience

**Tigres Construction, Tamaulipas, Mexico 04/1999-08/2001**

***Assistant Project Manager*** *industrial construction company. Managed and supervised area supervisors and operation supervisors on day to day activities. Managed weekly project performance and supervisor reports. Create weekly budgets and operation reports for project sites. Maintained inventory of tools, equipment and materials to increase productivity. Held meetings with supervisors to control project deadlines. Recruit area supervisors, project supervisors, general employees and more. Mediated labor relation meetings and incidents.*

**Education**

**Goldey-Beacom College, Wilmington, DE 08/2001-12/2004**

• Primary Major: B.S. Business Administration

Concentration: International Business Management

Courses in: Finance, HR Management, Business Administration and others

• Secondary Major: Computer Information Systems

Courses in: Software design planning & Software design management

**Kia Motors Manufacturing Georgia 05/2011-06/2015**

* Monthly Employee relations and Union avoidance seminars – GA Chamber of Commerce

**Languages**

English-Fluent | Spanish-Fluent | Korean-Intermediate