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| Brenda Whaley  4506 Lake Hills Drive Wilson, NC 27896 (252)205-7400  BHWHaley@yahoo.com · www.linkedin.com/in/brenda-whaley-417410a8 |
| Proactive Human Resource Manager who is organized, personable, and a good communicator. I have worn many hats during my career in HRM. Proﬁcient in hiring, developing, and motivating employees. Adept at building rapport with individuals and ensuring employees feel respected and comfortable. Leadership skills and knowledgeable at managing teams and employee communication. Skilled in fundraising, event planning, recruiting, team building, relationship building, leadership, and marketing. I am a team player but also productive when assigned individual projects. My career goal is to be employed by an organization with an amazing culture, comradery, challenging, aids in continuous development, and gives back to its community. |

# Experience

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| jUNE 2014 – cURRENTSTAY AT HOME MOTHER AND VOLUNTEER Afforded the opportunity to run the household and care for our 2 children who are now 10 and 11. Our youngest has mild Cerebral Palsy and I loved that I had the opportunity to attend his therapy sessions and the ability to continue his therapies at home. I volunteer at both schools my children attend and in the community. I have led fundraising efforts at both schools as well as a non-profit I helped form that focuses on building friendships between individuals with and without a special need or disability. Determination, communication, and organization are three important skills that I have used in meeting with school administrators and community leaders and professionals to receive buy in and support for Sidekix. Sidekix was the recipient of a national award, after only being established for one year, in recognition of a community inclusive prom. I have served on various boards and committees as well as being a member of three selection and hiring committees for our local public-school system, an independent private school, and a higher education institution. During the years of not being formally employed, I have continued to keep learned skills and knowledge up to date and develop new skills through multiple avenues of local boards and volunteer capacities. |
| january 2000 – June 2014Human Resource Manager- B& J Enterprise I was the first Human Resources manager at a company that was continuously growing. During the 14 years I developed policies and procedures and continued to modernize these. These were the years that companies had to change and keep up with the new normal because of the constant growth of the internet. At first, I recruited by word of mouth/referrals and placing ads. Later I added internet-based recruiting. Interview processes also changed during this time from calling applicants on the phone, snail mail, to phone calls, email, video meetings and text. The evolving change and being able to keep up with it in the recruiting and interviewing process is something I am most proud of during these years. I developed relationships with internal and external stakeholders, served as a strategic partner to the CEO and advised him on HR related topics and suggestions. Oversaw compliance with local, state, and federal employment laws. Trained managers on implementation of Human Resource policies and procedures. Facilitated new hire on-boarding program by scheduling training initiatives, resolving issues, and processing paperwork. Drafted and conducted employee training programs as well as had oversight of all license requirements throughout the company. Improved employee retention rates significantly by developing and implementing a strategy that offered employee surveys, open communication, and unique benefits such as an after hour experiences to say thank you, 40 paid hours a year off to volunteer with a local charity organization, a drawing every Friday for a gift card, family focused perks such as 2 weeks paid time off for paternity leave, spousal, partner, child, or immediate family care and in office perks delivered such as afternoon ice cream or good morning coffee. During these years I also communicated with customers by phone and face to face. At this company, everyone built relationships with the customers.  **JUNE 1998 – JUNE 2014**  **ANTI-MONEY LAUNDERING COMPLIANCE OFFICER – B& J ENTERPRISE**  Oversaw AML and Bank Secrecy Act (BSA) programs. Developed and implemented compliance programs based on Financial Crimes. Enforcement Network (FinCen) regulation programs were reviewed and approved by N.C. Commissioner of Banks auditors. Assisted with all State and Federal audits and reviews and oversaw filings of Suspicious Activity Reports (SAR’s). I had oversight of preparation and submission of State and Federal documentation and participated in training provided by N.C. Banking Commissions and Western Union. Trained the employees on the manuals.  **JUNE 1998 - JUNE 1999**  **REGIONAL MANAGER – B&J ENTERPRISE**  Supervision of day to day operations of three locations. Used market research to create and implement strategic initiatives to improve the productivity and profitability of the region. We expanded the business to new areas, increased marketing along busy highways, publications, and shared marketing materials such as pens and calendars. I served as continuous support to the President and CEO. |

# Education

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| FEBRUARY 2008Master of Business Administration, **University of Phoenix** Graduated with a 3.9 GPA. |
| MAY 1998B.S. Human Resources Management, **Barton College** In addition to my degree I also earned minors in Business Administration and Psychology. |

# Skills

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| Team Management  Project Management  Creative and Critical Thinking  Prioritization  Strategic Planning | Multitasking and Organization  Verbal and Written Skills  Teamwork  Work Ethic  Consulting |

# Activities

Treasurer, Board Member, fundraising and planning committees, SideKix, 2018-Present

Auction and Raffle Chair, New Hope Elementary School, 2018-Present

Exceptional Child Department Selection and Hiring Committee, Wilson County Schools, 2019

Special Events Planning Committee, Wilson Country Club, 2017-Present

President, Barton College Alumni Board, 2013-2016

Barton College Alumni Board, 2003-2016

Board of Trustee member, Barton College, 2013-2016

Barton College Board of Advisors, 2011-2013

Barton College Presidential Search Committee, 2014-2015

Barton College Commencement Speaker, 2014-2016

President, Greenﬁeld School Volunteer Organization, 2015-2016

Greenﬁeld School Board of Trustees, 2015-2017

Greenﬁeld School Headmaster Search Committee, 2015-2016

Greenﬁeld School Advancement and Event Planning Committee, 2013-Present

Greenﬁeld School Strategic Planning Committee, 2016-Present

President, Wilson Area Delta Zeta Alumnae, 1998-2001