

Michael Reining, SPHR, SHRM-CSP

HR Manager - SANDPIPER PROPERTY MANAGEMENT, LLC

Midlothian, VA - Email me on Indeed: [indeed.com/r/0b4dade7f819e5bf](https://www.indeed.com/r/0b4dade7f819e5bf)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

HR Manager

SANDPIPER PROPERTY MANAGEMENT, LLC - Richmond, VA - November 2013 to Present

Through strong relationships, solid strategic planning, and knowledge, I provide human resource expertise for multiple hotels and restaurants over 7 states and 3 time zones to help the organization meet and exceed its strategic goals. As the first human resource professional for this organization, I setup and developed all policies and procedures, and created strategic and tactical plans to help it grow from 110 associates to a peak of 375 in just under 3 years. A department of one is now a department of 3 providing and supporting human resource solutions in all areas encompassing talent management, benefits, compensation, employee relations, training and development, performance management, compliance, HRIS, and payroll.

Select Accomplishments:

- Trusted advisor to leadership at all levels
- Manage talent growth from 110 employees to 375 in less than 3 years
- Successfully navigate the organization through EEOC, DOL, and NLRB investigations
- Implemented manager training on coaching and counseling resulting in reduced unemployment costs by over 50%
- Implemented a Return to Work program resulting in a reduction of worker's compensation costs
- Developed and implemented a corporate compensation strategy moving the organization to more compensation at risk resulting in increased performance
- Developed employee benefits program aligned with business strategy resulting in a higher quality talent pool
- Developed and implemented a competency based behavioral interviewing program increasing the quality of hiring decisions resulting in increased performance and reduced turnover.

Lead the creation of a more effective labor model to maximize the use of the company's financial resources by better controlling labor costs

HR Generalist

THE PEDIATRIC CONNECTION - Richmond, VA - July 2012 to November 2013

Partner with department Directors on employee relations (coaching & counseling), performance management and goal setting, evaluating training needs, and succession planning. Manage the recruitment process for all corporate level roles in 3 locations. Prepare and analyze key HR metrics. Manage, develop, and facilitate in-service program. Manage personnel files ensuring security, regulatory compliance (Joint Commission and all state and federal regulations), and ethical handling of all private information. Represent the organization during unemployment hearings. Investigate employee complaints, and work through to resolution.

Key Accomplishments:

- Reduced recruiting budget by 11% while maintaining a pool of high quality candidates
- Designed and conducted engaging in-services increasing employee awareness
- Lead implementation of Performance Management module in HRIS
- Co-designer of leadership development program

- Developing orientation and onboarding program
- Leverage technology to reduce operating costs; ex: reduced process time by 90%
- Two time recipient of The Pediatric Connection Silver Coin Award, and two peer group awards

HR Generalist (General Manager)

APPOMATTOX TILE ART - Petersburg, VA - January 2007 to December 2011

Petersburg, VA January 2007 - December 2011

A manufacturer of custom mosaics using stone and glass; supplying the high-end tile market for use in residential and commercial applications.

HR Generalist (General Manager)

HR Responsibilities:

Develop strategic HR policies and practices to build an engaged and proactive culture, establish the organization as an employer of choice, and ensure legal compliance. Develop and enhance compensation, performance management, recruiting, and retention programs. Manage employee relations, workforce analysis, recruiting, retention, onboarding, terminations, unemployment hearings, and professional development; advise and coach management/executives on HR issues.

HR Accomplishments:

- Developed HR policies and corporate culture to position the organization as an employer of choice
- Developed employee handbook and HR policies
- Moved the organization from a complex time off policy to an employee controlled PTO program reducing overhead management by 75%, and increased employee awareness of cost in lost time
- Developed Performance Management and Compensation Systems for office and production staff
- Changed the culture from one of reactive to proactive

Operations Responsibilities:

Direct all aspects of daily operations for manufacturing facility with up to 35 employees, including P&L accountability with \$1.5M budget. Oversee selection, installation, and use of capital equipment. Manage development of in-house ERP software, external Web site, and all computers, networks, and servers.

Operations Accomplishments:

- Increased profitability by 12% despite a reduction in revenue in excess of 45% due to adverse economic conditions
- Created process enhancements resulting in lower costs, increased employee safety, and shorter internal lead times for components by up to 300%.
- Developed and deployed ERP system to enhance decision process and reduce operating costs.
- Created and maintained corporate Web site increasing interest and brand recognition.
- Analyzed organization and led management team in reducing major operating processes from 124 to 96 (8% reduction).

Manager - Operations

HYDRO TUBE SOUTH, LLC - Pittsboro, NC - April 1994 to December 2006

Pittsboro, NC April 1994 - December 2006

A manufacturer of metal components, supplying a wide range of major original equipment manufacturers such as John Deere, Volvo, Caterpillar, Southbend, and Ingersoll-Rand.

Manager - Operations

Provide comprehensive support to President and General Manager in daily operations and strategic planning. Procure and control all raw materials and MRO items with \$1.6M annual budget. Manage annual inventory and supplier relationships.

- Played key role in obtaining ISO9002:1994 and ISO9000:2000 certification
- Oversaw various projects to reduce operating costs through automation and process management
- Designed, developed and implemented in-house ERP system

- Reduced material acquisition costs, increased quality, and shortened lead times 25% by reducing number of suppliers by 30-40%

Project Manager - Information Systems

Develop, code, implement/train, and maintain business management software encompassing inventory control, purchasing, estimating, engineering, quality assurance, customer service, invoicing, data collection, shipping, and analysis tools.

- Installed and maintained network of more than 50 PC's in two states
- Developed, coded, and deployed data collection system for production facility to capture and control labor costs on all jobs; reducing overhead costs in data entry by \$120K per year

EDUCATION

Bachelor of Applied Studies in Human Resource Management

UNIVERSITY OF RICHMOND

2012

Senior Professional Human Resources (SPHR) in Human Resources

HRCI

2012

CERTIFICATIONS/LICENSES

SPHR

February 2016 to February 2019

ADDITIONAL INFORMATION

Core Competencies

Change Management • Conflict Resolution • Critical Thinking • Effective Communication • Leadership • Collaborative & Innovative Problem-Solving • Process Design • Public Speaking • Strategic Planning

Technical Skills

Microsoft Windows, Mac OS X, Microsoft Office, Project, Visio, UltiPro (HRIS), IBM Cognos (Business Intelligence), Magic eDeveloper (UniPaas), HTML, CSS, PHP, MySQL (RDBMS), SQL, JavaScript, Java, JQuery, Objective-C(iOS), Photoshop, Illustrator, Captivate, Kronos Workforce Ready