

Kristen Schaefer, PHR

PROFESSIONAL EXPERIENCE

BUSINESS CONSULTANT

2019 - Current

Advise leadership on optimizing and improving their overall business model. Restructure organizations to improve accountability + communication, launch new business directives, and reduce interpersonal conflicts.

Key Accomplishments:

- Developed new strategic initiatives, org structure, departmental objectives, and processes across the business unit.

HR MANAGER

2018 - 2019

Push Holdings, Inc, Minneapolis, MN

Manage full life-cycle HR for rapidly growing tech startup. Built HR department from the ground up including handbook + policies, payroll + benefits, compensation, recruiting, performance management, process improvement and documentation, and legal compliance.

Key Accomplishments:

- Implemented new payroll system which reduced payroll spends by 26% while adding significant end user functionality.
- Implemented optimal systems and processes which led to a 15% reduction in recruiting cost and 20% faster time to hire.

HR GENERALIST

2013 - 2018

Pella Northland, LLC, Plymouth, MN

Manage full employment cycle for 100+ employees. Managed the recruiting, payroll, benefits, leave, and compensation functions. Drove process improvement initiatives. Resolution of employee relations issues and support of performance management across all employment levels.

Key Accomplishments:

- Implemented new HRIS system leading to 50% increase in HR efficiency.
- Developed new financial analysis process leading to 40% increase in payroll processing efficiency.

PRIOR EXPERIENCE

HR Business Partner (10 months) Gensler
Outbound Customer Service (1 year) Sunrise Greetings
Retail Management (2 years) Family Video

CONTACT

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KEY SKILLS

PROBLEM SOLVING

Passion for learning new things and finding better ways to accomplish business goals. Committed to identifying and discussing issues to create win-win solutions.

STRONG COMMUNICATOR

Communicates with a direct approach to present complicated or complex information in an easily digestible manner.

DATA + TREND ANALYSIS

Utilizes intrinsic pattern recognition to identify trends in the organization.

PROCESS + EFFICIENCY

Evangelizes process efficiency. Develops repeatable yet adaptive processes that allow the business to grow within a flexible structure.

EDUCATION

WARTBURG COLLEGE

BA in Business Administration

Four time Dean's List
Recipient, graduated Magna Cum Laude, GPA 3.79/4.0

PHR Certification

November, 2017