

## Audra A. Kosinski, MBA, SPHR

### Bio Site:

<https://ksaudra2010.github.io/Portfolio/>

7502 W. 157th Terrace, Overland Park, KS 66223

913-579-9070 esugrad2004@gmail.com

### Specialties

- Operations management
- Project management
- HTML, CSS, JavaScript, Node, jQuery
- Heroku, MySQL
- Auto liability & Work Comp case mgmt
- Employee health, safety, & wellness
- Campaign & training creation
- Human resources & Hiring decisions
- Vendor management
- Policy & SOP creation and implementation
- Union and non-union workforce
- DOT, EPA, and OSHA compliance
- Program auditing
- CRM Implementation & Maintenance
- Training others, in person & online

### Education:

Full Stack Coding/Web Development Certification at University of Kansas

**Nov 2019 – expected May 2020**

MBA at University of Missouri-Kansas City

**2005 – 2007**

BS, Business Administration at Emporia State University

**2002 – 2004**

### Certifications:

- (SPHR) Senior Professional of Human Resources - May 2011 - certifying body: HRCI
- **(PMP) Project Management Professional – expected April 2020**

### Experience:

#### **UPS (Package Transportation Industry)**

Operations Supervisor, Based in Lenexa, KS

December 2018 – Present AND August 2000-April 2008

- Oversee more than 4 dozen employees, both management and hourly to process 35,000 packages/day
- Ensure worker performance and safety training is completed accurately and timely
- Responsible for scheduling workers for optimal efficiency
- Routinely identify root causes of problems and brainstorm ways to fix them
- Improved package loading performance and accuracy by 55% in less than one year
- KS District Case Manager
- January 2006 – April 2008
- Revenue Management Supervisor
- January 2005 – January 2006
- Training Supervisor & Hazardous Materials Supervisor
- June 2004 – January 2005
- Health and Safety Specialist
- August 2000 – June 2004

#### **Midwest Bus Sales (Bus Dealership, School and Other)**

General Manager, Based in Bonner Springs, KS

February 2017 - June 2018

- Thomas Built Bus Regional Dealer of the Year for 2017
- Leadership and oversight of a multi-million dollar Thomas Built Bus dealership; Sales, Parts, and Service

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- 2017 was the highest volume and revenue year in the company's history
- CRM Tool Project Manager: Researched, vetted, and implemented a new CRM tool for the company
- Responsible for pricing new bus bids, both single and large quantity bids
- Cultivated new opportunities with the Sales Team, 5 direct reports
- Scheduling and Coordinating deliveries
- Final Pre-Delivery inspection of buses before delivery for quality

## **Durham School Services/National Express (School Bus Transportation Industry)**

Area Director of Safety, Education & Development, Based in Overland Park, KS

February 2012 – February 2017 AND May 2008 – February 2010

- Manage and oversee safety programs for 2 dozen locations in a core of 3 states, with 7 others intermittently assigned with approx. 2,000 drivers and management staff
- Create corporate safety and training campaigns for all North American operations
- Perform safety program audits and assist in action plan creation and hazard mitigation
- Create and maintain employee engagement through written and oral communication continuously
- Organize and hold multi-day training meetings for dozens of people at a time
- Worked with DriveCam by Lytx, viewing and coaching events
- Project managed Safety team to completion of Safety SOP manual with appendices – Roughly 200 pages
- Recruitment planning and hiring decisions (MVR and CRC Adjudication)
- Accident frequency reduction in high volume locations near 20% in 2013
- Laid off in 2010 due to corporate restructure, was asked to return in 2012
- Assessed the former Safety Audit for gaps. The audit measures DOT, OSHA, and company policy compliance and how those metrics drive local safety behaviors.
- Implemented audit protocols and changes to more accurately gauge the 'Safety Culture' at locations throughout the US and Canada.
- Started using the new audit process in May 2015. The new audit ensures KPIs and local safety compliance are measured together to produce a 'total picture' safety audit result.
- Train and work with Area Directors of Safety to complete audits using the new protocol.
- Also worked on special projects including trainer training, SOP creation, process improvement, acquisition site assessments, online SDS program mgmt, among others.

## **JC Penney Supply Chain (Logistics for the Retail Industry)**

Work Comp Case Manager - Supply Chain, Based in Lenexa, KS

October 2010 – February 2012

- Provide support for 20 Supply Chain field unit Case Mgmt Coordinators and Health and Safety Leaders to ensure adherence to the Divisional Case Mgmt Program including Injury Prevention, Injury Reporting and Treatment, Case Mgmt, Early RTW Program and Modified Work Plan
- Provide advice and recommendations to improve associate health and wellness
- Coordinate Biometric Screening Events with vendors at employee sites for hundreds of people
- Oversee vendor worksite athletic health specialists
- Administer AED program Supply Chain-wide
- Manage TPA/IDM vendor
- Coordinate and ensure completion of BLS Surveys every year with applicable facilities
- Facilitate quarterly conference calls with Health and Safety Leaders, case management coordinators and worksite athletic health specialists

Other: Class B CDL Holder with Airbrakes, P & S Endorsements, No Restrictions & 2 Year DOT Medical Card