

Marlee Cockrell, PHR

Amboy, IN marleecockrell1@gmail.com (765)437-2416

Work Experience

Corporate HR Manager

HEI Hotels & Resorts - Indianapolis, IN

July 2019 to Present

- Served as corporate HR contact for 82 hotels with 13,000 employees reporting to the VP of Human Resources
- Helped develop the company's hiring veterans initiative increasing veteran applications by 20%, reaching the company's affirmative action plan goals
- Assisted in sourcing and training of 4 new property HR managers
- Worked closely with both the corporate HR team and the property teams to find proactive solutions
- Led delicate and complex investigations into employee discipline and harassment issues
- Administered benefits, compensation, HRIS, recruiting, training, and coaching at my assigned properties

Opening Human Resources Manager

HRI Lodging -- Hyatt House Hyatt Place - Indianapolis, IN

February 2019 to July 2019

- Worked on a 6 month contract to source, recruit, and onboard 75 staff members for a new build 400 room, 4 star hotel
- Developed and implemented associate engagement programs including monthly Town Hall meetings, Associate of the month programs, and recognition incentive programs
- Administered benefits program and ensured that all associates were educated on their benefits options
- Served as on-site Human Resources business partner to the General Manager, working closely to align property goals

Human Resources Coordinator

HEI Hotels and Resorts -- The Westin Indianapolis - Indianapolis, IN

May 2017 to February 2019

- Developed and implemented an onboarding and orientation process that dropped turnover by 25% the first year for frontline employees
 - Maintained accurate department and associate files with strictest confidentiality, scoring a 100% on my company's HR Audit
 - Recruited, screened and interviewed all hourly positions for an average of 15 open requisitions with an average of 15 days to fill the positions
 - Coached hiring managers to ensure the hiring and retention of qualified and effective associates
 - Explained elements of various benefits to associates including health insurance, disability, Workers Compensation, and FMLA benefits and assist with enrollment and claims processing
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Education

Bachelor's in Human Resources, Indiana University Kelley School of Business 2016

Certification

PHR, August 2020 to Present

Group Affiliations

Grant County HR Professionals, member
Indy SHRM, member