

HR MANAGER

Summary

A high-energy human resource professional eager to contribute a comprehensive and diversified background to drive personnel initiatives and actively support the employer in optimizing performance. Â

Career Profile

- Demonstrated leadership and facilitation skills
- Record of progression to positions of increasing authority and responsibility
- Expertise in training & development
- Adept at recruitment, evaluation and hiring for multiple job descriptions
- Skilled classroom presenter
- Strong focus on quality and meeting organizational objectives
- Outstanding capacity in planning, analysis and problem-solving
- Excellent written and verbal communication skills
- Extensive customer service training and focus
- Proven ability to aid organizational management in performance improvement, counseling and employee development
- Excellent capacity to initiate and implement HR strategic plans
- Well-received presenter and facilitator
- Well-organized multi-tasker with strong detail orientation
- Effectively interact with diverse groups and professionals at all levels

Professional Experience

HR Manager 02/2016 to Current Spectrum Ashtabula , OH

- Direct an HR team of four supporting 220+ employees across 34 states.
- Manage annual departmental budget of \$700K.
- Develop, implement and facilitate comprehensive onboarding program which now serves as global model.
- Manage implementation and training of new Global Performance Management system, Umantis.
- Transition applicant tracking system from Jobvite to Umantis eRecruiting including data transfer of 19,000+ records.
- Lead effective change management in implementation of new Payroll, HRIS and 401(k) provider to ADP, resulting in saved productivity of 450+ hours annually.
- Leverage Glassdoor as a recruitment tool to increase employee engagement and drive satisfaction ratings from 2.7 to 3.4 in under three months.
- Partner with senior leadership team members to develop new safety program resulting in a 13% decrease in reportable injuries.
- Review, develop and implement Global HR policies and procedures ensuring clear alignment with business needs and compliance with relevant legislation.
- Drive initiatives to manage and address human resource objectives aligned to the Global HR strategic direction of the organization.
- Articulate the values and culture of the organization and propose HR management activities which support the culture.
- Direct the recruitment and talent management processes and systems to ensure qualified personnel are recruited, developed and motivated to achieve business objectives.
- Identify HR issues/problems; provide leadership and support in finding and implementing solutions.

HR Analyst 01/2008 to 01/2016 Aaipharma Charleston , SC

- Oversee all HR functions for 12 physical locations and 350+ employees.
- Direct entire employee lifecycle from recruitment to termination.
- Develop, implement and manage risk management programs to mitigate adverse outcomes throughout company processes.
- Originate multiple systems and templates for efficient and effective HR management.
- Complete annual compensation survey to include analysis of data received and presenting recommendations to senior leadership.
- Ensure consistency and compliance with policies/procedures, employment laws and regulations.
- Spearhead task force to select and implement new company-wide HRIS solution.
- Assist managers with conflict resolution and employee counseling.

Director of Administration 01/2005 to 01/2007 First Lutheran Church Phoenix , AZ

- Directed all aspects of company administration including payroll, revenue recovery and HR.
- Directed entire employee lifecycle from recruitment to termination.
- Maintained relationships with strategic business partners.

Legal Assistant 02/2003 to 02/2005 Envision Healthcare Camas , WA

- Provided critical support to Senior Attorney in general practice firm.
- Served as Project Manager for 400+ member class action suit.
- Partnered with co-council at several law firms throughout the community.
- Opened, organized and maintained case files

Earlier Background

Prior to 2003, had an extensive 10 year career working for some of the largest retailers in the country.Â Led teams comprised of both commissioned and non-commissioned sales professionals.Â Through these positions developed superior customer service, time-management, and people management skills. Consistently recognized for innovations in hiring and training.Â Served as a core team trainer for regional Gap store

managers, specifically in the area of payroll management. Offered a position at the Gap corporate office in San Bruno, CA, writing training and development curriculum for Gap, Banana Republic and Old Navy.

Education and Training

Bachelor of Arts : English Virginia Polytechnic Institute and State University

Concentration: A Technical, Analytical and Non-fiction Writing

Minor: A Communication Studies

Professional Affiliations

Society of Human Resources Management Member

TCHRMA-local SHRM Chapter