

AREA HR MANAGER

Executive Profile

Ambitious Human Resource Business Partner leading all aspects of strategic and tactical Human Resource support. Serving as the single point of contact surrounding people related issues, focused on Talent Management, Human Resource metrics, identifying Training & Development opportunities, Compensation & Benefits, employee engagement and legal compliance. Excels at understanding the business beyond the Human Resource function and influences the overall organization to ensure superior operations and business acumen.

Skill Highlights

Microsoft Office 2010, PowerPoint, and People Soft, Kronos, People Scout, OFCCP compliance

- Leadership/communication Development, Agility Dimension and Talking Talent.

Core Accomplishments

Recruited and Trained *Staff Development*: A

- Launched well-received program of professional development courses for all staff.
- Mentored and coached leaders resulting in a 12 point increase in employee engagement.
- Developed and Launched a redesigned hiring acumen for the North Dakota Market which led to a 50% increase in employee retention.

Professional Experience

Area HR Manager

January 2014 to Current Bj's Restaurants, Inc.

- Oversees the Human Resource Process in 14 stores that cover the States of Minnesota and North Dakota
- Proactive development and implementation of preventative plans to ensure exceptional results from change initiatives;
- Leads change by developing managers' change management skills and feedback communication
- Builds strategy planning on connecting Human Resource to operator alignment
- Create strategies to overcome barriers and build change blockers
- Facilitated Agility and Dimension initiatives to drive performance development and succession planning
- Facilitate program for Human Resource Leadership Forum for the Region
- Assisted in Women in Leadership forums for Market and Region
- Aligned Affirmative Action market recruiting, talent development, and succession planning to meet governmental contract and OFCCP objectives
- Facilitate Human Resource Advanced On-boarding for Region Executes brand management plans in order to help promote uniformity and consistency of Lowe's HR brand
- Drives engagement efforts across the market through team development and collaboration;
- Influences store teams to drive positive engagement in the store and help them prepare and sustain engagement action plans
- Fosters and supports the Open Door Process and investigates Employee Relation issues, concerns, and allegations
- Provides feedback to leaders when behaviors are inconsistent with company expectations, including examples and potential solutions to reduce inconsistency;
- Streamlines the on boarding process through creative use of talent (e.g., centralized on-boarding, mass hires with multiple store locations);
- Supports the management of store workforce by coaching HR teams and ensuring alignment with market workforce strategy
- Recruits, hires, trains, and develops HR Managers in prescribed locations;
- Align developmental program for mentor HR Managers; Monitors performance based on established standards and influences leadership teams on employee issues;
- Assists business partners in developing leaders in other parts of the business;
- Creates, develops and grows high performing teams, ensuring a talent bench is in place to meet staffing needs timely;
- Identifies where inconsistent messaging may appear and aligns communication plan with company strategy
- Works with cross-functional business partners to promote development strategies of identified talent;
- Supports and Monitors workforce metrics and identifies trends that may warrant exploration of alternate solutions;
- Conduct Extra Support Program to assist stores in being change agent in employee engagement.

Human Resource Manager

November 2004 to January 2014 Envista

- Facilitated Training and Development to store employees to align with Lowe's selling behaviors and company standards.
- Change agent for new programs providing support for managers and employees.
- Managed the FMLA, LOA, Accommodations process for multiple store locations Served as trainer to lead the management team through the development change of Lowe's operating systems.
- Relating to Sales Specialist Planning Tool (SSPT), Learning and Talent Center (LTC), KRONOS, and Performance Management Plan (PMP).
- Provided and supported on-boarding for three new Human Resource Managers Proficient on Labor Relations issues and supported management, while providing employees an advocate to be aware of what is available Assisted with Extra Support Program in engagement opportunity locations.

- Assisted Area Human Resource Manager with Store Audits in the Market.
- Anticipate store needs through proactive and effective recruiting to meet compliance of OFCCP standards Facilitated new associates New Hire Orientation Supported managers in on-boarding of new hires and newly transitioned employees Participated in modifications of the Employee Opinion Results corporate program Motivate and develop existing employees through management programs Anticipate and communicate consistently with all associates Fulfill Lowe's Home Improvement policies, management practices, and legal guidelines.
- Execute "Exceptional Customer Service" Utilized KRONOS to assist in payroll, schedules, employee profiles forms and corporate rotations Monitored and managed the Job Posting Board through the hiring process Encourage "Team Building" by setting the example.

Store Manager

November 1991 to June 2002 Home Depot

- Operated as Key Manager in Virginia and California
- Assisted in regional support to include opening new stores, tracking figures sales figures, and compiling inventory reports.
- Mentored five store managers in areas of business processes, policies, and employee relations
- Enhanced performance of employees through implementation of talking talent
- Recruited and trained new employees for store and district
- Facilitated "5 step full-service" training program for managers and staff
- Implemented retraining seminars that increased employee productivity
- Published employee schedules for store and monitored for district
- Succeeded in achieving company goals in volume, multiples, and accessories
- Set standard for excellence in employee and store multiple product sales
- Lead merchandise revamping in stores generated income over a million dollars in stores in Virginia and California .

Education

Masters Degree : Human Resource Management , 2010 Webster University - State Human Resource Management

B.S : Interdisciplinary Studies Management and Business , 2003 Mississippi State University - State Interdisciplinary Studies Management and Business

Skills

Leadership Development, Employee Engagement, Market Analysis, Negotiation Skills, Performance Analysis, Performance Evaluations, Problem Resolution, Project Management, Risk Management, Staff Development, Staff Motivation, Staff Training, Change Implementation, Communication Skills, Community Outreach, Customer Relations, Diverse Market/Industry Knowledge, Employee Scheduling, Event Management and Promotion, Human Resources Leadership, Interpersonal Skills, Labor Cost Controls, Staff-Retention Programs, Strategic Planning, Team Building, Time and Resource Optimization, Total quality management, Training and Development, Workflow Planning, Administrative Skills, Analytical Skills, Branding,