MINDY SCHWABENBAUER

Seattle, WA, USA
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Summary:

- Detail oriented and organized professional with excellent follow-through abilities, able to lead projects from concept to successful conclusion
- Ability to effectively communicate and develop strategic partnerships with all levels of employees, vendors, internal and external clients, and peers
- Commitment to customer service, quality, process improvement, and aligning Human Resources goals with the overall business strategy

Experience:

AMAZON   Seattle, Washington
Senior Program Manager M&A   2019- 2022
Program Manager Lead M&A
Program Manager

ALASKA AIRLINES   Seattle, Washington
Human Resources Business Partner   2015 - 2019

- Build and maintain strong partnerships with operational and corporate business leaders in order to develop successful people strategies that align with business objectives and address complex human resources challenges
- Managed employee support during integration with Virgin America to ensure employee needs were met, including: employment offers, employment policy integration, guidance on retention programs and system transition
- Created leadership transition plans and timelines and proactively planned training for leaders and employees to ensure smooth merger experience and business continuation
- Partnered with business leaders upon acquisition to evaluate, plan and implement short term and long term organizational staffing and worked with internal partners to develop innovative employment and staffing solutions
- Lead process improvement projects with the goal of improving the employee experience, increasing consistency and efficiency, including employee loss and exemption status compliance
- Influence, provide guidance, and feedback to leaders regarding people-focused goals and objectives using a consultative model
- Lead the implementations of company-wide Human Resources initiatives – customizing plans by work group, incorporating change management and communication best practices
- Facilitate talent calibration sessions by division and partner with the business leaders on succession planning, effective goal setting, evaluation, and employee performance
- Create, execute, and continually evaluate strategy and sustainable processes to advance employee engagement with division action planners, using analysis of engagement data
- Provide compensation support including creation of internal and external offers, promotions, merit, and job creation and evaluation

PROSERV   Houston, Texas
Human Resources Advisor   2014 - 2015
Human Resources Consultant - Contract   2015

- Strategic Human Resources advisory responsibility for 300 professional employees in the North American market across three business units
- Managed employee relations issues including coaching, succession planning, employee development, organizational effectiveness, terminations and reductions in force
- Provided business leaders with advisory support including policy interpretation, violation investigations, and ensured legal compliance in all employee transactions
- Proactively communicated with stakeholders on Human Resources service-related issues

- Lead development of a regional compensation program including creation of a salary structure, salary survey selection and participation, approval of salary changes and job leveling
- Partnered with international recruiting team in selection and implementation of an applicant tracking system

ABM INDUSTRIES   Houston, Texas
Human Resources Generalist - Security Division   2011 - 2014
- Human Resources Generalist responsibility for 1200 security, administrative and management employees in the South Central market in five branch locations
- Supervised Human Resources intern and two temporary employees
- Successfully developed and implemented complaint investigation processes and templates, providing additional legal protection to the company, reducing processing time by creating standardized formats, facilitating case analysis and deterring false complaints (average number of days to complete an investigation reduced by 90 days)
- Partnered with legal team to prepare employer responses to EEO charges with a 100% rate of dismissal
- Conducted semiannual internal audits and developed plans and timelines to ensure compliance with company policy and applicable state and federal regulations
- Lead the revision of the new hire onboarding process including the development of training content

ST. DAVID'S CENTER   Minnetonka, Minnesota
Human Resources Generalist   2010 - 2011
- Provided excellent internal customer service by managing all day-to-day Human Resources activities including recruitment, training, benefits, compensation, and employee relations
- Screened applicants for high volume entry level social service, administrative and professional level mental health positions, filling an average of 575 positions annually
- Administered enrollment and maintenance of all employer sponsored benefits, held all benefit enrollment meetings, acted as a liaison between the employee and insurance carrier
- Created and implemented a process to collect, track and verify employee motor vehicle reports in compliance with Fair Credit Reporting Act regulations

Human Resources Intern   2008 - 2010
- Revised managerial forms and guidelines for performance management and progressive discipline system
- Analyzed monthly turnover data by department and proposed strategies for improved retention based on benchmark data
- Prepared materials and communicated changes to health and other benefits to current employees during open enrollment

DONATELLE MANUFACTURING   New Brighton, Minnesota
Human Resources Intern   2009
- Led revision of new employee on-boarding and training to better integrate and prepare new employees based on survey feedback
- Created a guide to employment practices and company policies for new supervisors
- Completed a compliance audit of all hourly employee files

Education:

General Assembly   Remote
Software Engineering Immersive, 2023

University of Minnesota   Minneapolis, Minnesota
MA-HRIR, (Human Resources and Industrial Relations), 2010

University of Minnesota   Minneapolis, Minnesota
B.A., Psychology, 2008

Skills:

- HRIS systems: PeopleSoft, JD Edwards, ADP
- ReportSmith and BI Reporting
- Working knowledge of federal labor and employment laws
- Talent Management Suite
- MS Office Suite

References:

- Provided upon request