

JAMES R. KINKADE

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Senior Human Resources Professional

“Specializing in recruitment, employee relations, training, and engagement”

Highly motivated and driven Human Resources Professional seeks a position with an organization looking to benefit from nineteen years of comprehensive supervisory and human resource experience in a high growth, fast paced environment.

AREAS OF EXPERTISE

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|-----------------------------|--------------------------|-----------------------------------|
| ▶ Recruiting | ▶ Training | ▶ Benefits/Open Enrollment |
| ▶ RIF's/Terminations | ▶ Relocation | ▶ Succession Plans |
| ▶ Strategic Planning | ▶ Start-Ups | ▶ Employee Relations |
| ▶ Project Management | ▶ Team Leadership | ▶ Onboarding |
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CAREER HIGHLIGHTS

- ISG was named to the prestigious Zweig White Hotlist & Best Places to Work, PSMJ Circle of Excellence, ENR 500, and Best Places to Work for Iowa.
 - Created and developed a ten week leadership development program in partnership with Dixie State University. Received matching funds from the State of Utah to pay for the program.
 - Spearheaded a program and created teams to develop an internally developed online job posting and application system. This reduced the HR department by one FTE and streamlined the process making it more efficient and user friendly for employees, supervisors and human resources.
 - Streamlined employment process to eliminate excess FTE's in various manufacturing areas. Improved the process to reduce the hiring time to one week and reduced factory openings from 120 to less than 10 within three months.
 - Viracon was recognized by US Metal and Glass magazine as one of the best companies to work for in 2002. In 2005 Viracon was received a Community Based Workforce Development Award. Continuing to excel as an employee friendly employer in 2006 Viracon was awarded The Commitment to Diversity Award from the Southern MN Workforce Development Center.
 - Successfully acquired Community Security Bank in New Prague, MN as part of an FDIC failed bank bid. Played a lead role in analyzing staff competencies, FTE and budget analysis, training of policies and procedures as well as development of culture.
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EMPLOYMENT HISTORY

- Vice President/Recruiter – Madison, WI** 2017 to Present
Recruiting Solutions Network – *“Exclusive Urgent Priority Searches”*
- Exclusive contract recruiting for hard to fill positions in the A/E/C industry.
 - Business development & marketing responsibilities.
- Director of Human Resources – Mankato, MN** 2012 to 2017
ISG – *“True Expertise + Working Ingenuity”*
- Partner with leadership to ensure HR priorities are aligned with strategic business objectives.
 - Manage benefits process including negotiating with vendors & communicating plan information to employees.
 - Successfully manage and resolve employee relations issues.
- Senior Human Resources Leader – North Mankato, MN** 2011 to 2012
Navitor/Cosco – A division of Taylor Corporation
- Manage 3 full-time and 2 part-time HR Generalists in Spokane, WA, Alto, GA, Chicago, IL, Columbia, NJ & Mankato, MN.
 - Provide the organization with consultation on people management practices ensuring enhanced employee productivity and production.
 - Participated in cross functional corporate teams including the position infrastructure project and scholarship team.
 - Investigate claims of harassment, assess severity and determine appropriate outcome.
- Human Resource Manager – Waseca, MN** 2008 to 2010
Roundbank – *“Positively Impacting Peoples Lives”*
- Human Resources lead responsible for implementing the vision, core values and strategic plan for a \$250 million community bank with multiple locations.
 - Ensure legal compliance to all local, state and federal laws such as FMLA, ADA, Workers Compensation, FLSA, etc.
 - Recommend and make policy changes to align for organizational objectives.
- Human Resources Manager – St. George, UT** 2007 to 2008
Human Resources Manager – Owatonna, MN 2000 to 2007
Production Supervisor 1999 to 2000
Viracon – *“The Leader in Glass Fabrication”*
- Spearheaded HR function of a start up operation in St. George, Utah including the recruitment and training of 300+ employees in the first 8 months of operation.
 - Identify strategies for departmental reorganization and workforce reductions.
 - Assess training needs and perform training in the areas of corporate compliance, performance management, change management, union avoidance and proper interviewing techniques.
 - Sarbanes Oxley corporate auditor for fixed assets, payroll and expenditures.

PROFESSIONAL PROFICIENCIES

- Natural talent for team building and leading strong teams and providing superior service.
 - Solid understanding of corporate objectives and bottom line revenue generation.
 - Oversee all aspects of managerial support including communication, conducting personnel management, training, documentation and daily operations.
 - Build solid reputation for effective leadership by implementing innovative solutions.
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EDUCATION

B.S. Elementary Education

1991-1996

Minnesota State University – Mankato (Mankato, MN)

- Coaching and Social Studies courses
- Hand selected to participate in pilot program “Project Teach”
- Dean’s List

Professional Development

1996-present

- Lambert & Associates – 2 Day Intensive Diversity Training
 - Upper Midwest Law Institute
 - Air Academy – Six Sigma Awareness Training
 - AGI-Goldratt Institute – TOC Training
 - Minnesota Safety Council – CPR/First Aid, Safety Training Methods, AWAIR, Safety Management Techniques, Drug & Alcohol Recognition
 - Dunlap & Seeger Law Firm – Privacy Issues, Internet & E-Mail issues in the Workplace, Responding to EEOC and MDHR Complaints, Employee Handbooks and Personnel Policies
 - SHRM – Monthly presentations and board member
 - Lorman Education Services – Time Off in Minnesota: State and Federal Laws on Employee Leave.
 - Felhaber, Larson, Fenlon & Vogt – Labor and Employment Law Seminar
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TECHNICAL SKILLS

- Paychex – Time & Labor, Preview Payroll & E-Services HRIS
 - ADP – HRIS, Workforce Now Platform
 - LCEC – Code of Conduct Software
 - Ajera – Project management, billing and time & attendance software
 - Performance Impact – Performance Management Software
 - E-Time – Time and Attendance Software
 - Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
 - Internet – Research, Professional and Social Networking Sites
 - ApplicantPro – Applicant Tracking Software (ATS)
 - PCRecruiter – Candidate Sourcing Software
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