

Ben Gradert

My passion for leadership development comes from an extensive background in leadership practices in athletics, education, and non-profits. My philosophy on leadership is every great organization have great leaders. But leadership isn't just a trait you are born with but instead is a trait that can be learned, trained, and developed.

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EDUCATION

Liberty University, Lynchberg, VA — *Masters of Applied Psychology*

August 2018 - December 2019

Masters degree in Industrial and Organizational Psychology

Two time-Dean's list

Gordon College, Wenham, MA — *Bachelors of Science*

August 2014 - May 2018

Bachelor's degree in Recreation, Sports, and Wellness.

Captain of the varsity soccer team

SKILLS

Expert communicator

Leadership skills

Empathy and understanding

Strategic thinker

Innovative

Microsoft Office

EXPERIENCE

Alight Human Resources, Round Rock , TX — Human Resources Analyst

December 2019- Present

- Actively creates and optimizes solutions in regards to a wide range of human resources related issues
- Maintains employee data in the client's Human Resources management system
- Advises agency managers and HR staff in classification and compensation policies and procedures
- Created a new system after optimizing an existing process within 60 days of being hired to save over 40 hours a week.

Texas Legal Services., Austin, TX — Human Resources Assistant

October 2019- January 2020

- Conducted documentation analysis
- Designed and implemented a creative onboarding process
- Coordinated recruiting efforts
- Created scheduling process for new employees meetings with managers, HR, and different members of the staff

Action Inc., Gloucester, MA — *Manager*

February 2019 - May 2019

- Provided expert care and consultation to homeless men and women
- Achieved an increase in men and women who obtained sustainable housing, found employment, and obtained various forms of medical help
- Served over 60 people and saw 12 gain employment, 3 gain sustainable housing, 6 obtain the necessary addiction aid, and 8 gain the necessary medical attention
- Not one guest had a medical emergency during my tenure guests of the shelter

Tara Management Consulting, Hudson, OH — Behavioral Analyst

August 2014 - August 2019

- Conducted industrial hygienist research
- Collected data through multiple scopes
- Performed behavioral analyses, observing employees as they performed their job while taking detailed notes to use alongside the scientific data collected later in the analysis process
- Used various scientific equipment to gather and measure data points to help explain why employees' behavior resulted in different exposures
- Drafted comprehensive reports explaining the data and its impact on clients and what necessary changes needed to be made
- Helped numerous clients achieve improvements in the way their employees conducted their work
- Identified need for several clients to add or change respirators and hearing protection to protect employees against adverse exposures

Inside Sales

- Performed industrial client market assessments to determine scope of services that TMC could potentially provide.
- Contacted and interacted with prospective clients to develop leads and project proposals
- Developed client relationships that provided the basis for evaluating client satisfaction through follow up meetings and surveys
- Conferred with management to develop business strategy to grow the branding of TMC
- Helped TMC achieve a 10% growth and to expand its market presence

Lil' Kickers, Danvers, MA — Office Coordinator

December 2017 - May 2019

- Provided customer satisfaction for a youth sports organization
- Handled client management responsibilities including routine contacts to address concerns associated with the facility's services
- Provided coaching leadership courses to up and coming coaches and new hires

- Conducted in-person interviews to identify and troubleshoot issues
- Developed email response templates to help ensure that clients saw their issues being heard and addressed
- Developed relationships with clients to encourage them to renew seasonal memberships