

# BAILEY NENNIG

• bmnennig@gmail.com • (414) 975-3273 • linkedin.com/bailey-nennig-221a2245 •

## SUMMARY

Dynamic and motivated professional with a proven record of building relationships and managing projects from concept to completion. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

## EDUCATION

**University of Wisconsin-Milwaukee, Milwaukee, WI**

May 2011

*Bachelor's Degree in Psychology, Certificate in Childhood and Adolescence*

## WORK HISTORY

**Malone Workforce Solutions, Oak Brook, IL**

August 2015-Present

*Remote Account Manager / New Business Development*

- Manage all current accounts within Illinois, Wisconsin, Minnesota, and Arizona
- Prospect and bring in new business to increase overall gross profit and weekly billable hours
- Create new contacts within different organizations throughout assigned states
- Assist w/ conducting employee recruitment and onboarding
- Conduct internal audits of HR documents on a monthly basis to ensure compliance
- Manage all aspects of onboarding new clients in CRM
- Assisted with Payroll, Accounts Receivable, and Collections

**Iviva, Brookfield, WI**

June 2015-October 2015

*Showroom Educator*

- Informed customers of fitness and yoga apparel specially made for children and teens
- Connected with potential customers and raised awareness of the company within the community
- Scheduled and conducted fitting sessions with clients
- Organized monthly community fitness events

**Life Time Fitness, Chicago, IL**

August 2013-April 2015

*Aquatic Department Head*

- Increased and managed company revenue.
- Conducted employee recruitment, selection, continuing training, and processed payroll
- Monitored past, current, and future budgets of the aquatic programs
- Corresponded with club members in an accurate, timely, and professional manner
- Enforced safety and security rules around facility pool areas
- Worked to further develop and expand swim programs, build revenue, and increase program contribution to the company
- Promoted a positive environment and experience for employees and members alike

**Cleveland State University, Cleveland, OH**

August 2012-April 2013

*Assistant Swim Coach*

- Coached NCAA Division 1 men's and women's swimming and diving teams
- Trained athletes and conducted workout sessions
- Collaborated with other coaches to customize each athlete's training plan to maximize potential success
- Recruited prospective athletes

## ACCOMPLISHMENTS

### *At Malone Solutions:*

- Significant challenges working with non-profit organizations in Illinois operating with no state budget funding for 3 years; had to get creative in finding new areas to draw business from.
- Developed new marketing and promotional strategies to get the name of Behavioral Staffing and its services offered out into a greater cross section of Illinois.
- Coordinated the streamlining of procedures for client invoicing and collections resulting in a noticeable reduction of labor hours required for processing and a decrease in invoicing errors.
- Increased overall client weekly billable hours by initiating a new system of tracking and developed a new phased-in approach to increasing potential for additional weekly hours.
- Decreased by 60-percent the total number of over 90-day delinquent accounts by changing all client payment terms from a 30-day to a 45-day cycle.
- Managed a new initiative to perform a 3-year look back at company's current and past top billable clients. Formed a project team to work on reaching out to previous top billable accounts and offer incentives to bring them back to the company.
- Ensured the business adhered to all state/federal HR compliance requirements.
- Streamlined HR onboarding process for new employees onboarded. Implemented new onboarding procedures to meet JACHO requirements.

### *At Life Time Fitness:*

- Developed a strategic business plan to re-structure facility's swim program resulting in increased program enrollment and greater profitability

## SKILLS & CERTIFICATIONS

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Avionte
- Pydio
- CareerBuilder
- Indeed
- Contract Writing and renewals
- VMS Systems (Shiftwise, Vizient)
- E-Recruit
- JACHO
- Sharepoint
- SAP Successfactors
- Seismic

## REFERENCES

- Upon Request