

Human Resource Professional

Extensive background in HR affairs, including experience in employee recruitment and retention, staff development, mediation, employee relations, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.

HIGHLIGHT OF QUALIFICATIONS

<i>Full Cycle Recruitment</i>	<i>Staff Recruitment & Retention</i>	<i>Orientation & On-Boarding</i>
<i>Public Speaking & PR</i>	<i>Employee Relations</i>	<i>Training & Development</i>
<i>HR Department Startup</i>	<i>Benefits Administration</i>	<i>Performance Management</i>
<i>Employment Law</i>	<i>HR Program/Project Management</i>	<i>Organizational Development</i>
<i>FMLA/ADA/EEO/WC</i>	<i>Team Building & Leadership</i>	<i>HR Policies & Procedures</i>
<i>Mediation & Advocacy</i>	<i>Problem Analysis & Resolution</i>	<i>Sales & Marketing Strategies</i>
<i>HRIS Technologies</i>	<i>Financial & Budgetary Planning</i>	<i>Strategic & Mission Planning</i>
<i>Benefits & Bi-Weekly Payroll</i>	<i>Confidentiality</i>	<i>HR Investigations</i>

PROFESSIONAL EXPERIENCE

Key HR Management Career Accomplishments:

- ◆ Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee onboarding.
- ◆ Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind airports employee-retention rate within an industry where high turnover is the norm.
- ◆ Negotiated all salary/bonuses/relocation packages at both the exempt and non-exempt level.
- ◆ Developed and maintained employee handbooks covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information for both union and nonunion workforces.
- ◆ Introduced company’s first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
- ◆ Revised job descriptions across all levels and 50+ categories. “Shadowed” and interviewed employees to construct an accurate picture of the duties and skills required for each position and ensured compensation is in line with competitive market and responsibilities.
- ◆ Saved companies thousands of dollars every month by reducing reliance on employment agencies.
- ◆ Proven leader with ability to manage HR department/teams. Largest reporting structure, 3 direct reports, personally reporting to the SVP.

EMPLOYERS

<i>UNITED PARCEL SERVICE</i>	<i>05/14-Present</i>	<i>Contracted HR Recruiter</i>
<i>NORTHROP GRUMMAN CORP, IRVING TX</i>	<i>01/16-07/16</i>	<i>Contracted On-Boarding Specialist</i>
<i>ECORE PAYMENT SYSTEMS, ADDISION TX</i>	<i>08/14-11/15</i>	<i>HR Generalist</i>
<i>Dallas County Community College</i>	<i>05/14-Present</i>	<i>Communications Adjunct Professor</i>
<i>DEPARTMENT OF VET AFFAIRS, ST LOUIS MO</i>	<i>10/12-07/13</i>	<i>Corporate Recruiter</i>
<i>THE LASH LOFT SALON & SPA, ST LOUIS MO</i>	<i>05/07-10/12</i>	<i>Human Resource Manager</i>

EDUCATION

- ◆ Lindenwood University - Charles, Missouri Graduate
Master of Science | Human Resource Management
- ◆ Missouri Western State University - St. Joseph, Missouri Graduate
Bachelor of Arts | Speech Communications, Public Relations Emphasis