



**Greater Madison Area Society for Human Resource Management
Professional Award Application**

If the space provided in any section is inadequate, you may continue on additional sheets of paper using the same format. DO NOT repeat information already reported on the application form. Your name should be included on all attachments.

Applicant Data			
Full Name <i>Meg T. McGrane</i>	Telephone <i>608 444-0404</i>	E-Mail <i>mabelheart44@yahoo.com</i>	
Street <i>2805 Osmundsen Rd</i>	City <i>Fitchburg</i>	State <i>WI</i>	Zip <i>53711</i>
SHRM Involvement, Awards and Honors			
List all SHRM related activities in which you have participated at the college, local, state, and national level. Note all special awards, honors, and offices held. If you have participated in a research project, please indicate that experience as well.			
Activity	# of Years Participated	Special Awards / Honors	Office Held
<i>GMA Shrm Marketing & Communications</i>	<i>5 years - (2 less active)</i>		
Community Involvement, Awards and Honors			
List all community activities (outside of SHRM) in which you have participated without pay. Note all special awards, honors, and office held. If you have participated in a research project, please indicate that experience as well.			
Activity	# of Years Participated	Special Awards / Honors	Office Held
<i>United Way - Rosenberg Society</i>	<i>2</i>		
<i>Madison Magnet</i>	<i>2</i>		
<i>Advisory Board - Work Plus</i>	<i>1.5</i>		
Post Secondary School Data			
Post Secondary School Name <i>University of South Carolina</i>	City / State <i>Columbia, SC</i>	GPA	Major <i>M.Ed</i>
			Expected Graduation Date <i>1989</i>
List all school activities in which you have participated during your college experience.			
Activity	# of Years Participated	Special Awards / Honors	Office Held

The Greater Madison Area SHRM and its Awards Committee reserve the right to alter or change this program.

Applicant Checklist

The applicant is responsible for submitting all materials to GMA SHRM on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when GMA SHRM receives all of the following materials:

- Scholarship Application
- Purpose Statement
- Resume

Please submit all materials to:

Greater Madison Area SHRM, Inc.
ATTN: Professional Awards Committee
2830 Agriculture Dr.
Madison, WI 53718

Certification and Acknowledgement

GMA SHRM has the sole responsibility for selecting recipients based on criteria as set forth in the scholarship guidelines. This application becomes the property of GMA SHRM. GMA SHRM recommends you keep a copy in your files.

I acknowledge the decisions of GMA SHRM are final. I certify that I meet the basic eligibility requirements of the program as described in the brochure and the information provided is complete and accurate to the best of my knowledge. If requested, I agree to provide proof of information I have given on this form. Falsification of information may result in forfeiture of any scholarship granted and/or repayment for any related reimbursements.

Signature

Date

Purpose Statement

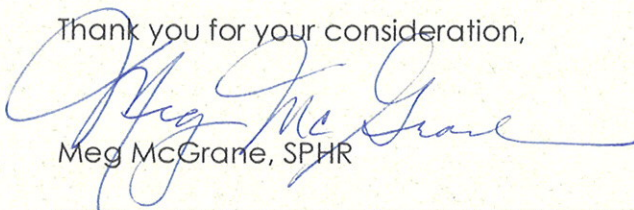
April 10, 2011

Dear GMA SHRM Committee Members,

Given the good fortune of being selected as the recipient of the GMA SHRM Professional Award, I would participate in a three-day American Society of Training & Development (ASTD) course offering a training certificate. This will be an important piece in my toolbox as I switch gears moving out of the HR Generalist/Management arena and into roles that allow me to better utilize my coaching, counseling, and training skill set, while capitalizing on my 15 plus years of HR experience.

I have served in HR generalist positions in non-profit, public education, large publically held and smaller privately owned organizations. Recently, I had the opportunity to take stock and do some serious self-assessment of my values, skills and strengths. I identified where my strengths and interests lie and where I have the most to offer others. I would like to further develop and use my coaching, counseling, training and facilitation skills in the outplacement services and management consulting areas of Human Resources. This training certificate would offer me the competence and confidence to deliver training programs to assist individuals in transition as well as aid employers in creating a culture/environment that positively affects how work gets done.

Thank you for your consideration,



Meg McGrane, SPHR

Course Description

The ASTD Training Certificate content is practical and grounded in the real world, not just academic theory. ASTD uses all of the latest tools and research available to deliver training that delivers results on the job. The ASTD Training Certificate focuses on what happens before, during, and after you deliver training, and what to do if training is not the right solution. Through the hallmark ASTD Competency Study, we gathered input from more than 3,600 learning and development professionals to identify the competencies required by the successful practitioners of tomorrow. The ASTD Competency Study forms the foundation of the ASTD Training Certificate

• 608.444.0404 • mabelheart44@yahoo.com • 2805 Osmundsen Rd Madison, WI 53711

Profile Human Resources Professional

Summary of Qualifications:

- Experienced and effective Human Resources professional; adept in recruiting qualified candidates, consulting with managers on employee relations and performance issues, establishing, revising, and applying policy, creating and facilitating training programs, and administering benefit and compensation programs.
- Excellent human relations skills: listening and reasoning proficiency and ability to articulate concepts and ideas.
- Strong planning and organization skills; ability to set goals and accomplish objectives according to established timelines.
- Proficient user of Microsoft Office Suite and web-based HR Management Systems
- Certified SPHR.

Experience

Human Resources Manager. Duluth Trading Company {internet and catalog retailer} Belleville WI. 2006 - 2011.

- Design and implement HR systems and processes and attract and retain human resources to accommodate the growth objectives of the company.
- Ensure compliant and service-oriented administration of all health, ancillary, retirement and time-off benefit programs; redesigned Duluth Trading Company's benefit package, adding new or enhancing current plans and better meeting the needs of employee base with no additional cost to the company.
- Planned and executed a recruitment strategy to hire over 350 individuals, fully preparing the company for its peak season for the first time.
- Develop and deliver *Legal Issues for Supervisors* training programs and coach supervisors to effectively manage employee performance.
- Ensure legal compliance in administering Family Medical Leave, Americans with Disabilities Act, and anti-discrimination and wage and hour laws.
- Developed Company's Return-to-Work program to optimize employee recovery and mitigate financial loss to company due to work injuries.
- Managed the successful implementation to Ulti-pro (Ultimate Software) Human Resources Management System (HRMS) including, time management, payroll, benefits administration, and manager and employee self-help functionality.

Sr. Human Resources Generalist. Edward Kraemer & Sons, Inc. {a national heavy civil contractor and producer of aggregate materials} Plain, WI. 2005 to 2006.

- Coordinated the EKS recruitment and selection process nationally, identifying and selecting candidates for exempt and non-exempt technical, management, and support positions.
- Worked with community-based organizations to employ diversity recruiting initiatives.
- Counseled and provided guidance to managers to resolve employee relations matters and correct work performance issues.

Human Resources Manager. Milio's Sandwiches Corporate Office, Madison, WI. 2000-2005.

In start-up Human Resources position, developed and administered Human Resources programs and services to over 400 employees at 35 quick service restaurant locations in Wisconsin, Iowa, and Minnesota.

- Provided leadership and direction to two Human Resources professionals (Benefits Analyst and Staffing Specialist) in heading up the Human Resources team
- Recruited and screened candidates for exempt and non-exempt operations and corporate management and administrative positions.
- Provided individual guidance to managers to achieve problem resolution in coaching and counseling employees on specific performance and disciplinary issues.
- Gathered initial information and used good judgment to determine subsequent course to follow in responding to employee issues; conducted internal investigations, ensuring integrity in the process and protecting the rights all parties.
- Developed training programs to introduce managers to performance management concepts and tools, increasing competence and comfort in dealing with employee development and disciplinary issues.
- Designed organizations first Pay-for-Performance program comprised of job/pay structure, performance evaluations, focal-point evaluation schedule, and merit increase guidelines.

Human Resources Generalist. Honeywell – (Advanced Circuits Inc.), Minnetonka, MN. 1998-2000

- Selected most effective search options, conducted thorough screening processes, used Targeted Selection to identify desired qualifications, and facilitated managers in making good hiring decisions, in order to successfully fill exempt and non-exempt positions.
- Interpreted bargaining group contract language, and provided expertise on policy and labor law interpretation to resolve employee relations issues, and administer benefit and compensation programs.
- Provided positive direction in bringing about cultural and administrative changes, resulting from the acquisition of company by Honeywell Corporation.

Human Resources Specialist. St. Louis Park Schools (Inner ring Mpls suburb) St. Louis Park, MN 1996-1998.

- Provided Human resources services to licensed and professional staff, including coordinating the recruitment process, orientating new employees, administering salary and benefit programs, managing staffing information, and providing contract administration/interpretation.
- Interpreted contract language for six collective bargaining groups and provided guidance to resolve employee relations issues.

Education

M.Ed., Student Personnel Services in Higher Education (Career Development), University of South Carolina.

BA, History, University of South Carolina.

Organizations/Involvement

SHRM Society for Human Resources Management – Greater Madison Area Chapter.

Greater Madison Area SHRM Marketing & Communications Committee member.