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## **HUMAN RESOURCES PROFESSIONAL**

**Human Resources Management • Safety • Budgeting • Program Development/Implementation • Payroll • Staff Development & Training • Relationship Building • Vendor Relations • Compensation Market Analysis • Union Contract Negotiation • Unemployment Law • Worker's Compensation • HR Policy Design & Administration • Recruitment for Hourly and Exempt • Employee & Labor Law**

A Master's degree prepared Professional in Human Resources certified professional with multiple industry and multi-site experience. Proven ability to work with senior management team to help assess organizational structure, develop guidelines and efficient processes. Labor relations experience in negotiations and grievances. Solo HR practitioner experience. Outstanding communication along with the ability to build and maintain strong working relationships with vendors and colleagues.

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### **CAREER TRACK**

#### **HUMAN RESOURCES MANAGER**

(TEMPORARY POSITION AT EMPLOYEE BENEFITS CORPORATION)

SPHERION

2012- Present

Madison, Wisconsin

Interim Sole Human Resources Manager responsible for all employee relations, payroll, benefit administration and day to day functions of the Human Resources Department for this third party administrator.

- ▶ Responsible for bi-weekly payroll processing, along with any employee changes within the payroll system.
- ▶ Directly responsible for recruiting for all open positions within the organization.
- ▶ Assist employees with any questions regarding benefits, leaves of absence, and policy interpretation.
- ▶ Conduct new hire orientation and schedule appropriate training for new employees.
- ▶ Responsible for promoting effective and respectful employee relations.

#### **HUMAN RESOURCES MANAGER**

THERMA-STOR, LLC

2007 - 2012

Madison, Wisconsin

Sole Human Resources Manager responsible for all labor relations, employee relations, and all HR and Safety functions for this 190-employee employer.

- ▶ Developed the Human Resources Department from the ground up and established value added departmental functions to the organization.
- ▶ Updated and revised the employee handbook to ensure that all legal requirements were met.
- ▶ Designed and conducted employee training. Conducted training on various safety related policies. Also conducted training on HR policies for both union and non-union employees.
- ▶ Responsible for company-wide safety program. Ensured organizational compliance with OSHA and other governmental regulations.
- ▶ Directly involved with employee grievances, contract negotiations, employee discipline, new hires, wage progression, labor meetings, benefits, and employee relations with union staff.
- ▶ Conducted employee harassment and discrimination training. Conducted investigations related to violations of said policy.
- ▶ Directly responsible for H1-B sponsorship of employees.
- ▶ Negotiated new temporary employee vendor resulting in less temporary employee turnover and a reduction of temporary labor fees.
- ▶ Directly responsible for obtaining and supervising up to 100 temporary employees.
- ▶ Responsibilities also included all safety related issues within the facility including chair of Safety Committee.
- ▶ Responsible for payroll, time and attendance and HRIS provider choice and maintenance of system.

- ▶ Established and maintained an above average safety record; DART rate for the organization was 0.5 compared to industry standard of 2.0.

#### **HR SPECIALIST**

2001 - 2007

TEMPERATURE SYSTEMS, INC.

Madison, Wisconsin

Sole Human Resources practitioner responsible for all HR functions of the organization for this 115-employee, multi-location employer.

- ▶ Established HR function for this organization and demonstrated the department was a key and valuable department to the organization.
- ▶ Responsible for writing and distributing new employee handbook.
- ▶ Negotiated benefit renewals saving 10% in total costs.
- ▶ Negotiated a new benefit vendor saving over \$15K in annual fees.
- ▶ Added new benefits to the organization at no additional cost.
- ▶ Responsible for AAP for organization.
- ▶ Solely responsible for the payroll processing along with any employee additions, changes, terminations within the payroll system.

#### **HUMAN RESOURCES/PAYROLL SPECIALIST**

1998 - 2001

THE GREAT LAKES COMPANIES, INC

Madison, Wisconsin

Sole Human Resources professional for this 13-site hospitality employer with over 1,200 employees.

- ▶ Processed payroll for approximately 950 employees using ADP with 99% 1<sup>st</sup> time accuracy.
- ▶ Solely administered all health, dental, life, long term disability and 401(k) plans for the organization.
- ▶ Responsible for allocating the monthly insurance bills.
- ▶ Administered the worker's compensation policy and all claims.
- ▶ Traveled to various locations to conduct employee orientation, benefit meetings, employee discipline and to review their onsite processes and procedures.

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### **EDUCATION**

#### **MASTER OF SCIENCE – MANAGEMENT**

2007

Cardinal Stritch University – Milwaukee

Milwaukee, Wisconsin

#### **BACHELOR OF SCIENCE – BUSINESS ADMINISTRATION**

2003

Cardinal Stritch University – Milwaukee

Milwaukee, Wisconsin

#### **HUMAN RESOURCES MANAGEMENT CERTIFICATE**

2000

Cardinal Stritch University – Milwaukee

Milwaukee, Wisconsin

#### **PROFESSIONAL IN HUMAN RESOURCES CERTIFICATION**

2001

#### **ASSOCIATE OF SCIENCE – BUSINESS MID- MANAGEMENT**

1993

Madison Area Technical College

Madison, Wisconsin

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### **PROFESSIONAL AFFILIATIONS**

- ▶ Society for Human Resources Management
- ▶ Greater Madison Area SHRM
- ▶ National Safety Council
- ▶ American Society of Safety Engineers