

CANDIDATE CONFIDENTIAL
Looking to relocate to Columbus, Ohio

Senior Human Resources Professional

“As outside labor and employment counsel, I have worked with her for more than two decades. I have watched her perform an amazing breadth of human resource functions – payroll, employee relations, staffing, EEO administration, and employment litigation management. She possesses tremendous human resources instincts; she is the consummate human resource professional.”

– T.D.P., Attorney at Law

PROFESSIONAL PROFILE

Ethical, results driven, senior human resources leader, dedicated to driving and improving organizational excellence. With extensive expertise across multiple industries, known for using a wide range of transferable skills and knowledge to consistently exceed goals. Thrives in challenging, high-pressure, deadline-driven environments.

SIGNATURE QUALIFICATIONS

- Organizational development
- Employee relations
- Benefits and payroll administration
- Project management
- Safety management
- Regulatory compliance
- Hiring and retention
- Complex problem solving
- Process improvement
- Policy development
- Research data and analysis
- Outstanding communications

EMPLOYMENT HISTORY

1995–Present

Executive Director, Administration

Lead and manage all administrative services of this \$300M service organization.

- Establish strategic goals and deadlines for corporate IT, accounts receivable, payroll, customer billing, and human resource initiatives.
- Advise company President regarding administrative and operational policy and procedures; recommend and lead implementation of policy and procedure changes.
- Lead preparation and review of operational financial reports to ensure the most effective management of operational profitability.
- Key member of the company’s Safety Management team.
- Internal data research and analysis
- Responsible from vendor selection to implementation of an HRIS/Payroll/Accounting system.

1990–1994

Director, Human Resources

Recruited to fill this position when organization was forced to eliminate independent contractors.

- Led the conversion of 400 independent contractors to W-2 employees.
- Served as liaison between management and employees: Responded to employee relations questions, refereed disputes, administered disciplinary procedures, and managed terminations.
- Developed from ground zero all Human Resource related policies and advised and assisted the President in development of other organizational and operational policies required for an employee-based organization. Led implementation of needed changes.
- Administered compensation, benefits and performance management systems, and safety-related programs.

1988–1990

Benefits Manager

Managed all benefits programs at the corporate level for employees of this \$121M equipment manufacturer.

- Completed and processed documentation for administration of benefits, including pension plans, unemployment and medical insurance.
- Served as company liaison with insurance brokers and third-party administrators for all benefits programs.
- Communicated critical information on payroll matters, benefit plans and collective bargaining agreement provisions to employees and managers.

1981–1988

Compensation and Benefits Manager

Coordinated compensation and benefits for this 3,000 employee healthcare organization.

- Responsible from vendor selection to implementation of an HRIS/Payroll system.
- Advised management on Human Resource related guidelines and regulation changes such as COBRA.
- Developed and managed the claims processing unit for Aultman's PPO startup - Aultcare
- Developed and implemented personnel policies and procedures; provided wage computation information to support management decision-making.
- Completed, verified, and processed forms and documentation for benefits administration, including pension plans, 403b plans, unemployment, and medical insurance.

EDUCATION

MBA, Central Michigan University

Bachelor of Arts, Communications and Industrial Psychology, Bowling Green State University