

Human Resources Leader

An experienced leader familiar with all the best HR practices, policies, and ability to effectively apply them in the workplace. One of her greatest strengths is being able to ensure that an organization employs the right balance of staff in terms of skills and experience. Possesses excellent organizational skills, coupled with an ability to create at all levels of the HR organization highly engaged workforce. On a more personal level, can engage with stakeholders from all backgrounds, which builds up credibility with them. Certified to administer and provide read back of the Predictive Index and Learning Indicator.

Highlights

Customer Facing
Unemployment Claim Responses
Relationship Building
Teaching/Training

Benefits Administration
Staff Development
Employee Relations
Policy Administration

Personnel Records Management
ADP, UltiPro, Bamboo
Hiring and Retention
Coaching

Accomplishments

- Named HR Rock Star of the Year by the Phoenix Business Journal and Employers' Council (2017)
- Success rate of 95% in nominating company for awards in being named within a Top 20 ranking
- Assisted the company with a successful 64% growth rate in a four-year span.
- Awarded 2017 Giver of the Year by Orchard Medical Consulting leadership team for philanthropic efforts

PROFESSIONAL EXPERIENCE**HR Generalist**

HOPCO/The CORE Institute (2019-Present)

- Manage Engagement & Wellness programs
- HRBP for Michigan and Corporate locations (500 employees)
- Conduct onboarding and monthly new employee orientation
- Answer questions regarding benefits, PTO, payroll and policies
- Employee relations and coaching/counseling of department leaders/staff
- Work closely with Executive Management and HR team to develop and implement policies

Talent & Engagement Manager

BizIQ (2018- 2019)

- Developed survey program for onboarding employees
- Nominated company for awards (Best Places to Work)
- Recruit and interview candidates for all open job requisitions
- Coach and collaborate with department managers/directors regarding retention and recruitment
- Compose and execute offer letters and new hire packet from HRIS
- Assist HR Director in employee relations matters

HR Specialist

Orchard Medical Consulting (2014- 2018)

- Developed and implemented a peer- based feedback evaluation.
- Interview, hire and onboard new staff.
- Work closely with Executive Management to develop effective policies which align with company culture.
- Assist employees during open enrollment and throughout the year with benefits questions.
- PR for business with nominations and representation to: Best Companies, Top Companies, Most Admired Companies in AZ, Spirit of Enterprise, 40 under 40 and other awards.
- Creation/ update of: Job Descriptions, file audits, Employee Handbook, Safety Manual, Emergency Procedures and pertinent documents for employee related criteria.
- Knowledge in FMLA, FLSA, EEOC, ADA and workers' compensation.
- Plan, coordinate and deliver training/class opportunities for all staff.
- Coach front- line management on employee relations, disciplinary measures, and leadership, which has resulted in employee retention and award- winning culture.
- Implementation of pre-employment assessments to assist with interviewing and hiring the best candidates.

EDUCATION and TRAINING

M.S., Industrial/ Organizational Psychology - Grand Canyon University
B.A., Psychology - Cleveland State University

PHILANTHROPY

- Kids' Chance of Arizona- Board of Directors/Phoenix 5k Chair
- Central Arizona Corporate Volunteer Council- Member
- Act One Youth Theater – Board of Directors (Secretary)