

## HR MANAGER/BUSINESS PARTNER

### Summary

A Human Resources Business Partner with extensive experience aligning HR strategy with business strategy for assigned business groups. Employee Relations Coaching/Mentoring Talent Acquisition Salary Planning Organizational Design Workforce Planning Talent Management Succession Planning Change Management Development

### Highlights

- Lominger Korn/Ferry Certifications: Talking Talent, Succession Architect, Voices 360 and
- Leadership Architect HRIS – Workday, PeopleSoft, Oracle, HR Workways / Taleo
- Excellent Written and Verbal Communication Skills
- Self-motivated, detail oriented, organized, customer focused
- Maintains high level of confidentiality
- Proficient with MS Word, Excel, PowerPoint, Outlook

- Talent management
- Employee Relations
- Coaching
- Talent Acquisition
- Workforce planning

Performance management strategies

Employment law knowledge

Employee relations

Manager coaching and training

HRIS applications proficient

### Experience

HR Manager/Business Partner

January 2000 to January 2014 Company Name 1/4 City , State

- Point of contact for multiple business groups of 400+ employees including various support groups Finance, Legal, IT, etc.) and other business units such as Manufacturing, Marketing, and Service.
- Strategic Business Partner – Partnered with Vice Presidents, Directors, and other management on workforce planning, talent management, change management, and building organizational capability.
- Employee Relations - Responded to and facilitated the resolution of employee relations issues (i.e. performance concerns, investigations, terminations, and day to day questions).
- Partnered with legal counsel as needed.
- Talent Management - Provided coaching and feedback to managers and employees on talent management activities including performance management, training and development, organizational capability assessment, strategy and planning.
- Facilitated annual calibration, salary planning, and talent reviews.
- Workforce Planning - Partnered with Talent Acquisition to drive recruitment strategies and processes including review and approval of requisitions and strategy sessions.
- Partnered with management on their staffing requirements, identified skill gaps, analyzed and communicated trends, and implemented retention initiatives.
- Designed, developed and executed HR plans within assigned business groups to support overall corporate and business unit direction.
- Partnered and collaborated with other HR functions (i.e. Compensation, Talent Acquisition, HRIS, T&OD) to develop, implement, maintain and deliver, value added companywide service to both management and employees.
- Change Management: Facilitated and managed organizational change such as reorganizations, leadership changes or reductions in force.
- Compliance: Assured client group compliance with legal requirements across diverse areas of human resources.

Senior Human Resources Generalist

January 1997 to January 2000 Company Name 1/4 City , State

- Point of contact for client group of 400+ employees in a fast paced, high volume-manufacturing environment.
- Strategic business partner with Vice President, Directors, and other management.
- Kept executive updated on areas such as morale issues, hiring needs, headcount, effective communication and management style, etc.
- Talent Acquisition: Managed a work load of 50+ open requisitions at any given time (Exempt and Non-exempt positions) Employee Relations: Handled employee relations' issues for client groups (i.e. performance, sexual harassment, violence, investigations, mediations, terminations and day to day questions).
- Benefits: Administered benefits and compensation and tracked leave of absences.
- Workers Compensation: Filed and monitored Workers' Compensation claims, and OSHA reporting.

Associate Human Resources Representative

January 1992 to January 1997 Company Name 1/4 City , State

- Administered company benefit programs for 800 employees including Flexible Benefits, 401(k), and COBRA; maintained vendor relations; prepared monthly insurance billings.
- Employee relations: Responsible for employee relations issues for a client group of 100 employees.

- New Hire Orientation: Conducted weekly new hire orientation to all employees including management.
- Events: Developed, coordinated, and promoted employee events and award programs (i.e. health fairs, seniority awards Wellness Program: Developed and managed the Wellness Program.
- Workers' Compensation: Filed and monitored Workers' Compensation claims, and OSHA reporting.
- Leaves of Absence: Processed and tracked leave of absences.
- Staffing: Supported the recruiting function.

#### Education

B.S : Business Administration California State University i¼ City Business Administration

SPHR Certification “ (2010-present) HR Certification Institute

#### Professional Affiliations

Society of Human Resource Management

#### Skills

Architect, Benefits, billings, calibration, Change Management, coaching, client, detail oriented, direction, Employee Relations, fast, Finance, hiring, HRIS, HR, human

resources, insurance, Leadership, Legal, Marketing, Excel, Outlook, PowerPoint, MS Word, Oracle, organizational, PeopleSoft, performance management, processes, recruiting, recruitment, reporting, Self-motivated, Staffing, strategy, Strategic, strategy and planning, vendor relations, Verbal Communication Skills, Excellent Written