

QUALIFICATIONS SUMMARY

Solution-oriented business professional experienced across all HR disciplines capable of working in fast-paced environments demanding strong organizational, technical and interpersonal skills. Proven track record of resourcefulness, efficiency, attention to detail, and adaptability in changing situations. Highlights include:

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|--------------------------|---------------------------|-----------------------------|
| - Onboarding | - Staff Development | - Data Analysis |
| - Performance Management | - Benefits Administration | - HTML, CSS |
| - Employee Relations | - Recruiting | - Javascript |
| - Compensation | - HRIS | - Jupyter Notebooks |
| - Python | - Lambda Functions | - NumPy, Pandas, Matplotlib |

PROFESSIONAL EXPERIENCE

Plant Human Resources Manager *MAI Companies, Dublin, OH* 12/19 - 07/20

- Oversaw plant HR activities and ten direct reports in Ohio, Indiana and Alabama
- Worked closely with the EVP of HR and Corporate HR Manager of Administration and Compliance
- Communicated frequently with Safety and Compliance Supervisor regarding associate issues/concerns
- Member of the Pandemic Response Team responsible for navigating the changing workplace
- Pursued higher utilization of the HRIS (ADP) to automate and integrate HR functions
- Managed plant manpower issues as well as cover for shortages within the HR department
- Consulted with management team, highlighting issues and offering solutions

Human Resources Generalist *Fukuvi USA, Inc, Huber Heights, OH* 03/17 - 07/19

- Worked closely with the upper management team to establish HR's fit within the company
- Handled all employee relations issues
- Sourced, recruited, and interviewed candidates for management and technical positions
- Visited area colleges and CTCs to promote employment at FUI
- Met with insurance brokers to review and select yearly benefits plans, convey changes to employees
- Decreased employee turnover by 15% over two-and-a-half years
- Decreased temporary labor cost by \$200,000 over two-and-a-half years
- Recreated and simplified Employee Handbook
- Processed bi-weekly payroll for 60-70 employees
- Controlled all aspects of the HRIS (Paychex)
- Sourced, recruited, and interviewed potential candidates for hourly and salary positions
- Prepared offer letters, scheduled drug screens, conducted new-hire orientation
- Completed employee onboarding process (I-9, W-4, state tax forms, application, benefits)
- Assisted employees with benefits enrollment and questions (medical, dental, vision, 401k)

Assistant Manager/Buyer *Roderer Shoe Center, Kettering, OH* 05/13 - 01/17

- Engaged new-hire employees in training of fundamentals of full-service shoe sales
- Met with sales reps, discuss and choose new footwear for future seasons
- Analyzed sales reports to determine trends, created purchase orders, processed new merchandise
- Initiated customer and refill orders on a bi-weekly basis and developed a consistent ordering system

Personal Banker/Teller *J.P. Morgan Chase, Dayton, OH* 04/07 - 01/12

- Acquired, retained, and deepened relationships by proactively meeting with customers
- Discovered financial needs in order to recommend products and services accordingly
- Partnered with knowledgeable specialists while delivering a great customer experience

EDUCATION

B.S. in Business (MGT, HRM) *Wright State University, Dayton, OH* 06/11

CERTIFICATIONS AND COURSES COMPLETED

Society for Human Resource Management- Certified Professional (SHRM-CP)	02/20-02/24
Codecademy- Learn SQL	03/21
Codecademy- Learn R	03/21
Codecademy- Analyze Financial Data with Python	03/21
Codecademy- Visualize Data with Python	03/21
Codecademy- Analyze Data with Python	03/21
Codecademy- Learn the Basics of Blockchain with Python	02/21
Codecademy- Learn Python	02/21
Codecademy- Learn Javascript	01/21
Codecademy- Learn HTML and CSS	11/20

MEMBERSHIPS

Society for Human Resource Management (SHRM)
Miami Valley Human Resource Association (MVHRA)