

## Human Resources Manager

- Complete HR Manager for both turnaround and high-growth manufacturing and production organizations.
- Learning & Development, launching programs to build high-performance workforce and develop future leaders.
- Change Management for HR initiatives, organizational development and strategic planning.

## Professional Experience

### Better Way/Patrick Industries- April 2018-Present

**Human Resources Manager**- Talented in analyzing company mission, goals, values, and culture to implement strategic initiatives for effective engagement, retention, and value-added programs. Oversee 550 employees in four locations throughout the United States. 4 direct reports.

Implemented engagement program using Red, Yellow, Green analogy to rate employee's engagement and retention probability. Retained over 80% of employees considered in the Red Category.

Created and implemented an in-depth orientation program to include company culture and safety awareness.

Reduced turnover from 80% to 45% in 9 months with various HR initiatives including orientation program, training, coaching, and identifying strong cultural alignment.

Analyze needs of training for supervisors and group leaders to develop leadership training on a monthly basis to increase engagement and effective people management.

Developed a soft skills program for all leaders including training and coaching on positivity, conflict management, time management, work ethics, being a team player, and communication.

Manage daily employee relations using a team-building approach that is a win-win for the employee and company.

Manage a team of four HR generalists while overseeing all HR functions of the company. Coach and teach staff to be effective HR employees while maintaining consistency and adhering to legal and company requirements.

Implemented an employee engagement survey and exit interviews to find root-causes of turnover, how to effectively engage employees, and align employees needs with the goals and values of the company.

Started a diversity and inclusion program to bring awareness to cultural differences in the workforce.

Manage and coach on safety standards and initiatives. Reduced incident rates by 30%. Onboarded employees by assisting in developing a safety program with high engagement results.

### Oasis Lifestyle, LLC- Plymouth, IN- August 2014-Present

**Human Resources Manager**-Full HR generalist management for \$30M wholesale products manufacturer with 300 employees.

Constructed HR department into comprehensive HR organization focused on best-in-class HR policies, HRIS technology, staff and management training, and support of strategic business goals. 2 direct reports.

Provided HR leadership during a period of rapid growth with better than 20% increase in annual revenues and 67% growth in employees. Supported and maintained additional shifts and facility to meet customer needs.

Captured \$30K in benefit cost reductions and implemented wellness program to continue cost reductions.

Introduced metrics-based performance management system with a heavy emphasis on operating results. Spearheaded value-add employee performance review program, creating job descriptions and evaluation forms.

Implemented Pay for Performance Bonus linked directly to Lean Daily Management; reducing safety incidents, defects, costs, and inventory and increasing on-time delivery.

Re-invented and implemented new recruitment and retention strategies, reducing turnover by 20%.

Developed and implemented risk management program including OSHA training, safety, workers compensation and training on reducing work related injuries. Conducted ergonomics to reduce injuries due to repetitive motion.

Fostered an open-door environment conducive to positive dialogue across the organization.

Knowledgeable and compliant in employment labor law and EEOC regulations.

## Bremen Composites, LLC- Bremen, IN- June 2012-August 2014

**Human Resources Manager-** HR Manager for \$15M fiberglass manufacturer with 100 employees.

Implemented payroll system to reduce payroll costs by 10%.

Researched and implemented cost reducing benefits for employees and company through due diligence.

Remained compliant with OSHA, FMLA, and Workers Compensation.

## Volunteer/Stay at home mom-August 2009-June 2012

**Stay At Home Mom-** while doing various volunteer obligations.

Volunteered many hours at elementary school including head room mom, President of PTO, helping teachers and staff with various activities to benefit the welfare of the children.

Head Soccer Coach of traveling soccer team that continued to have a winning season.

Softball Coach for recreational minor and major girls' softball league.

## KT Crafts Scrapbook Store- Online Retailer- May 2001-August 2009

**Owner-** Started and maintained online scrapbook store with \$300,000 in sales

Created an online store equipped with inventory for scrapbooking enthusiasts throughout the world.

Developed and maintained website including shopping cart, credit card processing, shipping options, and real-time inventory.

Marketed and advertised in various ways to keep website in the top of the most searched scrapbooking stores.

Purchased and shipped inventory based on customer demand.

## **Education and Certifications**

### Indiana University South Bend- August 1990-May 1995

#### **Bachelor's Degree in Finance and Business Management**

- GPA- 3.67
- President of Finance Club
- National Honor Society for Financial Management (first woman from IUSB)
- Worked full-time while attending school full-time
- Recipient of the George E Memorial Scholarship
- Who's Who in American Colleges and Universities (1994 & 1995)

#### Professional Development

- SHRM-CP
- National and Local SHRM Member
- Communications director for Michiana SHRM
- Diversity and Inclusion Committee Member for Michiana SHRM
- Volunteer for Junior Achievement
- OSHA 10 Certified
- Marshall County Human Resources Association Member
- Certified 401K Plan Fiduciary
- Northwest Indiana SHRM Member
- Northern Indiana Human Resource Management Association Member