
Director of Human Resource

Demonstrated expertise in talent management focused on increased productivity and positive employee engagement in order to foster the success and growth of the business.

I am a highly accomplished human resource leader looking for an organization who continuously tries to improve or build their talent processes and policies. If your organization is looking to leverage your current talent and build your future talent to grow your business, then I would like to speak with you.

Highlights of Expertise

- Strategic Analysis/Planning
- Employee Relations
- Management Coach
- Organizational Design
- Compliance Implementation
- Benefits Strategy/Design
- Talent Management and Succession Planning
- P&L Management
- Staff Development Programs
- Workers Compensation Administration

Career Experience

Selman & Company, Richmond Heights, OH

Lead the HR function for a privately held third party insurance administrator.

HR Director (December 2019 to Present)

- ◆ Direct and manage all Human Resource strategic and administrative functions for this 200+ employee third party administrator including employee relations, training and development, recruiting, performance management, strategic planning, workforce planning, succession planning, compensation, benefits, policy development and organizational development.
- ◆ Reports to Chief Financial Officer; leads and develops three direct reports including a Recruiter, Corporate Trainer and HR Generalist.
- ◆ Currently work with Paylocity for HR, Payroll, Performance Management, Benefits Administration and Compensation Management.
- ◆ Created five teams of employee volunteers to focus on Wellness, Safety, Communication, Employee Events and Volunteer Events to continue our culture during COVID-19 and beyond.
- ◆ Through benefit design and creation, reduced renewal by 10% on a self-insured plan; expanded the wellness program to focus on outcomes and have an impact on future medical claims.
- ◆ Created a three-year human resources strategy that aligns with the business growth and future.
- ◆ Established a base-line of talent management and development programs that will affect future engagement and retention including an Individual Development Program, on-boarding program, LMS implementation, mandatory bi-monthly training, and career paths.

Smithers - Materials and Components Division, Akron, OH

Provide executive level HR leadership for a privately held scientific testing organization.

HR Business Partner/Total Compensation Manager (March 2014 to December 2019)

- ◆ Directed human resource activities in alignment with business directives, and in anticipation of future needs of organization; reported to the regional Vice President of Operations
- ◆ Exhibited strong innovation skills with development of future organizational design by providing multiple scenarios based on potential business outcomes; professional development partnerships through

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CWRU; risk mitigation through recruiting, cross-training and development; along with succession planning for company employees across divisions

- ♦ Worked with ADP Workforce Now before moving to Ultipro for HR, Payroll, Recruiting, and Benefits Administration
- ♦ Worked with 3rd party to administer assessments to Manager level and above positions in recruiting and development
- ♦ Aligned talent with business objective to attract, develop, retain, and engage the best employees (2018 regrettable turnover 2.38%) Identified stretch assignments and projects for employees. Identified employees for future roles not in existence yet in order to grow and develop into them. Coached Managers into having stay interviews and tough conversations with employees to level set expectations with their skills
- ♦ Drove consistency of organizational benefit plans with the design of process improvements and strategy development for all North American business divisions totaling over 400 full-time employees. Savings on the fully insured medical plans were then used to add and enhance other benefits, such as employer funded disability insurances, free dental and vision for employees, and enhanced time-off
- ♦ Cultivated efficiency, productivity, and positive employee engagement. Automated HR procedures to free leaders from administrative tasks in order to concentrate more time on their businesses. Conducted employee focus groups on various topics to understand what mattered to them and reported to senior leaders. Mapped tire process to identify areas of improvement and development for employees

OM Group, Cleveland, OH

Coached division leaders in HR principles for a publicly traded specialty chemical organization purchased by Vectra Co.

Human Resources Manager, (May 2011 to March 2014)

- ♦ Exhibited strong organizational skills in the delivery of human resource solutions, designed and implemented global processes and procedures for recruiting, talent management, organizational design, succession planning, and performance management
- ♦ Drove testing, implementation, and training of HRIS modules (SAP) in coordination with IT and various business units increasing consistency and efficiency
- ♦ Designed and implemented a global succession plan for the top 3 tiers of the organization
- ♦ Propelled company to success through networking, recruiting, and developing talent; trained business unit leaders to maximize talent for respective locations throughout Europe, Asia, and North America

Lifeline Screening, Cleveland, OH

Applied dynamic leadership talents directing benefits plans and wellness programs for an organization focused on preventive wellness screenings.

Compensation, Benefits & HRIS Manager (January 2008 to May 2011)

- ♦ Reported to Vice President of Human Resources and had two direct reports, Benefits Administrator and Administrative Assistant
- ♦ Directed benefits whose initial changes resulted in a \$2.2 M in medical claims reduction for a self-insured plan. Savings were re-invested in new vendors and plans for a net savings of \$90,000
- ♦ Introduced four-year wellness plan that aligned with the business objective of preventive health
- ♦ Collaborated on all incentive plans, applying measurement process to calculate results and payouts
- ♦ Managed implementation of Ultipro system from ADP PCPW and other systems, integrating recruiting, human resources, payroll, time, and attendance functions
- ♦ Launched communication programs conveying company's wellness values and initiatives; implemented solutions-focused medical programs to transform employee behavior and reduce claims costs
- ♦ Slashed workers compensation premiums saving \$256,000 in two-year period through management of claims; created proactive four-year program to decrease risk factors and worker's compensation claims and MOD scores through drug screening program, education, and communication with injured employees

Recruiting Manager (April 2006 to January 2008)

- ♦ Drove growth and profitability, recruiting, training, and managing top-performing teams, applying effective metrics processes
- ♦ Reported to the Vice President of Human Resources and had seven Recruiters as direct reports.
- ♦ Created recruiting scorecard to track goal measurements, coached corporate recruiters and human resources professionals to improve overall effectiveness of teams
- ♦ Generated savings of \$768,000, decreasing openings from 10% to 6%, reducing time-to-fill by 30 days

Additional Experience**Branch Manager** (September 1999 to April 2006) Spherion, Cleveland, OH

- ♦ Spearheaded implementation of \$4.5M revenue operation.

Education & Credentials

Master of Business Administration, (Management Labor Relations & HR Emphasis)
Cleveland State University

Bachelor of Science in Mathematics, (Computer Science Minor)
Hofstra University

Certifications

Certified Senior Professional in Human Resources (SPHR) (2001 - 2023)

Certified Benefits Professional (CBP) (2009)

Certified Compensation Professional (CCP) (2009)

Certified Global Rewards Professional (GRP) (2009)