

## Objectives

Experienced Human Resource professional in manufacturing and distribution operations. Skilled at improving employee relations, employee motivation & satisfaction, employee engagement, employee disciplinary actions, employee investigations, company policy & procedure, and other employee relations issues. A strategic partner in executive leadership teams. Well versed through the entire range of HR functions.

## EMPLOYMENT HISTORY

### Jayco Inc.

July, 2008 - February, 2009

Divisional Human Resource Manager

Human Resources, Manufacturing

MIDDLEBURY, IN, USA

Directed human resources for seven plants, 645 employees in multiple locations following Entegra Coach acquisition.

### Starcraft RV a unit of Jayco

March, 2004 - February, 2009

Director Human Resources

Human Resources, Manufacturing

TOPEKA, IN, USA

Achieved policy and practice consistency by developing and implementing first employee handbook. Designed and improved employee awards and programs. Administered 401(k) including education, enrollments, hardship withdrawals, and distributions. Administered health insurance plans including plan design and cost containment. Defended and investigated harassment complaints saving a conservative \$39,000 in legal fees. Recruited, interviewed, and hired up to 250 positions. Launched on-line applicant tracking system accelerating visibility, connectivity and compliance. Reduced turnover by developing skill-based pay plan for Quality Assurance employees. Reduced workers compensation claims costs \$52,000 by training managers on best practices. Reduced recordable injuries by 55% by developing safety programs, wrote safety policies and procedures, and implemented safety committee

### Kevco Inc.

July, 1996 - February, 2001

Compensation Manager

Human Resources, Consumer Products

ELKHART, IN, USA

Worked with all levels of management in three divisions. Attracted and retained quality workforce by creating compensation plans including job descriptions, market analysis, salary grades and bonus structure. Conducted and analyzed internal and external market data for exempt and nonexempt compensation planning. Designed a 3-tier bonus plan based upon the scope of management responsibility. Leveled internal pay equity by creating salary strategy. Designed compensation plan communications. Educated managers on plan strategy. Counseled managers on salary increases and candidate employment offers. Incentivized cross-training and MRP implementation by developing skill-based pay plan for warehouse workers. Supervised branch ADP payroll processing and report writing.

### Alphabet NIA Division

June, 1985 - July, 1996

Human Resource Manager

Human Resources, Automotive/Motor Vehicles/Parts

NAPPANEE, IN, USA

Developed HR function for new plant start-up with 450 employees and two-shifts. Directed compensation administration, group health, life, profit sharing, plant safety, worker compensation,

OSHA required programs, and food service. i," Analyzed turnover and developed programs to focus on top three issues to reduce turnover. o Reduced turnover 15% by designing pre-employment and post-hire orientation and education classes. o Instituted testing to determine eye-hand coordination of prospective employees. i," Improved quality by developing and training continuous improvement teams. i," Trained customer focused team problem solving skills o Trained Quality associates on team design and implementation o Facilitated team projects in turnover analysis o Employee awards teams i," Improved employee communication by initiating and leading production supervisors and managers training in "Interaction Management Skills" (Development Dimensions International's). i," Recruited and maintained production workers, semi-skilled and technical employees, and salaried managers and staff.

## EDUCATION HISTORY

Tri-State University - Business Administration and Management--General

United States

Bachelors Degree

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## CERTIFICATES

Society of Human Resource Management

Senior Professional in Human Resources

1995

## SKILLS

Employee Relations

Customer focused Project Team Leadership

Training Design & Delivery

Instructor Training "Skills for the Empowered Workforce", (DDI)

Policy Development and Implementation

Compensation Plans, Skill-Based Pay

Employee Handbook Development

Talent Acquisition & Retention

Benefit Administration

Safety and OSHA Administration

Worker Compensation Issues

Awards and Recognition

Word Excel PowerPoint Access