

CORE STRENGTHS

HR Policy and Process Compliance
Orientation and On-Boarding
Staff Coaching and Mentoring
HR Practices and Principles

Employment Labor Statutes
Benefits/Compensation
Performance Improvement
Worker's Compensation

PROFESSIONAL EXPERIENCE

Human Resource Director

Ramsey County – Devils Lake, ND 2017-Current

- Collaborate with department heads and portfolio holders on employee performance evaluations, discipline and terminations
- Investigate employee harassment claims and resolve disputes between employees
- Facilitate monthly department head meetings to communicate policy and procedure changes, departmental issues and training needs
- Create and conduct department head and employee trainings
- Develop, write, and edit policies and procedures, currently updating recruiting, interviewing, and hiring policy and procedure to ensure compliance

Human Resource Director

Mayville State University – Mayville, ND 2015-2017

- Serve as a trusted adviser for over 300 employees in the areas of: recruitment, on-boarding, examination and staffing, performance appraisals, talent management, position classification and compensation, training and development
- Develop, write, and edit university policies and procedures
- Collaborate with Legal, Compliance, and Executives on a regular basis on key initiatives, discipline and terminations
- Implement strategic workforce planning initiatives to ensure retention of staff
- Manage HR budget, benefit costs, and market compensation for wages
- Benefits administrator for health/dental/vision/life/short and long term insurance, retirement, flexible spending, and employee assistance program
- Serve as Wellness Coordinator, Title IX Coordinator, EEO/ADA, and Workers Compensation Officer
- Transformed outdated HR and payroll systems into a fully integrated HRIS platform that instantly improved analysis and reporting capabilities while streamlining daily HR functions

Compliance/Claims Manager

Park Construction - Grand Forks, ND 2007-2015

- Advised executives and supervisors regarding personnel practices, policy and employment laws
 - Rewrote 15-year old employee manual, including revising outdated policies to ensure compliance and adding new policies to improve morale
 - Management of employee relations, including performance management and conflict/dispute
 - Built and managed programs for employee training and professional development
 - Managed worker's compensation compliance and claims
-

EDUCATION

2010 - B.S. Business Administration/Mayville State University

2002 - A.S. Accounting/Northland Community and Technical College

CERTIFICATIONS

January 2015 - Professional in Human Resources/HRCI

January 2015 - Society for Human Resources – Certified Professional/SHRM