

PROFESSIONAL PROFILE

- Effective human resources manager with many years of proven leadership experience.
- Demonstrated ability to build relationships at various organizational levels and maintain credibility.
- Comprehensive experience in behavior based interview techniques, job analysis process, and personality skills profiling. Creative forward thinking visionary manager with strong people management skills.

PRESENT

CAREER MARKETING INC. (Feb. 2002 – Present)

Senior Search Consultant

- Experienced professional search consultant and full-life cycle recruiting and staffing processes
- Conduct confidential strategic searches for middle management to executive level staff.
- Pre-screen candidates to determine suitability for consideration by client company.
- Generated business and negotiated work plan agreements.

CONTRACT & FULL TIME EXPERIENCE

HENNEPIN COUNTY (contract) – Community Corrections, Minneapolis, MN (Dec. 2006 – Oct. 2007)

Sr. Human Resources Generalist

HONEYWELL (contract) – Automation and Control Systems, Golden Valley, MN (March 2006 – Feb. 2007)

Staffing Manager/Team Lead

TRANSPORTATION SECURITY ADMINISTRATION (contract) - NCS PEARSON, Eden Prairie, Minnesota, (April 2002 - Nov. 2002)

Independent Contractor/ HR Manager

RBC DAIN RAUSCHER, Minneapolis, Minnesota, (June 1999 - Feb. 2002)

Senior HR Recruiting and Staffing Manager

- Team leader/Manager responsible for full cycle recruitment, staffing and on boarding for exempt and non-exempt opportunities for multiple business units.
- Managed on site vendors, employee referral programs, internship programs, *employment branding* and selection processes.
- Managed a team responsible for *full-life cycle* recruiting and staffing processes, including recruitment strategy initiatives, advertising/print and electronic, diversity initiatives and applicant pool management.
- Managed the presentation, selection, offer, negotiations, closing and admin components involved in making a hire.
- Member of the Employee Relations Committee and Diversity Committee Lead.
- Advisory Committee member for Reward and Recognition and New Employee Orientation programs.
- *Team lead* for company diversity initiative, internship program and *college recruitment*.
- Supervised a team of four HR Professionals responsible for providing day-to-day staffing support for their respective business lines - Admin Assistant, Staffing Coordinator and two Recruiters.
- Developed relationships with ad agencies, *search firms* and professional organizations local and national to increase to company exposure as an employer of choice.
- Presented business case to *executive* committee to become a member of the National Black MBA Association and National Society of Hispanic MBA's giving the company broader national and local exposure in communities of color.
- Designed *staffing* requisition intake and time to fill evaluation process to identify problem areas that can be addressed in real time to increase efficiency.
- Conducted hiring managers focus groups to determine process improvement and reinforce the need for strong partnerships between hiring manager and staffing *representative*.
- Project lead for RBC Dan Rancher strategic planning diversity initiatives.
- Chairperson for RRAC, Recruitment Retention *Advisory* Committee, advisory group made up of generalist, recruiters and hiring managers to address issues of employee relations and retention challenges.
- Delegated the coordination of all *career fairs* and overall recruitment efforts as a part of staff development.

MINNEAPOLIS PUBLIC SCHOOLS, Minneapolis, Minnesota, (June 1990 - June 1999)

Senior Human Resources Generalist

- President and Chief Contract *Negotiator* for Minneapolis Association of Confidential Administrators.
- Advised and *interpreted contract* language to school site administrator to better resolve employee relations issues of more than twenty one different bargaining groups.
- Comprehensive knowledge of State and Federal labor laws, Compensation and Benefits.
- Advised school site administrators on workers compensation issues, OSHA, injury notification process, employee relations investigations and return to work procedures.
- Supervised staff of four HR Representatives, two Recruiter and two Staffing Coordinators.
- *Responsible* for *college recruitment* planning and implementation throughout United States.
- *Designed diversity recruitment* plan to identify *teachers* and school administrators that would entertain working in Minneapolis Public Schools.
- *Concept designer* and project *manager* for First Annual Minneapolis Public Schools Teacher Career Fair attracting six thousand candidates from four surrounding states.
- *Redesigned* district employment application form and *presented* business case to upper management to institute the Haber man Urban Teacher Selection Interview process, a behavior based screening tool.
- Conducted sexual harassment, discrimination and cultural *diversity training*.
- Design posting requisition forms for improved communications between school site administrator and HR.
- Trained public school human resources administrators in large metropolitan school districts throughout the United States in the use of the Haber man Urban Teacher Selection Interview process.
- Administrated benefits orientation to classified and non-classified employees.

CHARLES DAHL GROUP, Minneapolis, Minnesota, (July 1987 - June 1990)

Senior Search Manager

- Generated business to conduct local and *national search* contracts for senior level fortune 500 companies executives in area of *human resources, sales/marketing*, information systems and intellectual property attorneys.
- Supervised a staff of two HR professionals, administrative assistant and a *recruiter*, they were hired and salary paid by *revenue generated* by me.
- Maintained a client company base of 20 to 30 local and national companies, total annual revenue over 3 hundred thousand dollars.

SPECIAL PROJECTS

Member Minnesota Boulevard, Division of the National Black MBA, Coordinator for Annual Conference in Chicago, 2001 and Orlando 2002; Coordinator for Annual Conference in San Antonio, 2002, **Member of National Society for Hispanic MBA Association.**

COMPUTER SKILLS

Taleo & Neo Gov, Resumix, Microsoft Word, Power Point, Excel and Outlook, Window 95, Windows 7 Home Premium, 2000, Windows XP and MacBook Pro

EDUCATION / TRAINING

BA Degree in Social Studies, Lane College, Jackson, Tennessee
Personnel Law Update - 1994, 95, 96, 97, 98, 2000, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10 & 11
Covey Seven Habits of Highly Effective People
Certified Haberman Behavior Based Interview Trainer
Diversity Advisory Board Member, Minnesota School of Business 2007
Licensed Secondary School Educator (Lic. 7-12 Social Studies #281595)
SPHR – Course training at Augsburg College 2009