

Kim Degney

Thornton, CO

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Highly organized, results-driven Human Resources Professional with 10+ years of experience enhancing HR function effectiveness and instituting strategic initiatives to align plans with corporate objectives. Exhibit expertise in employee relations, candidate recruiting/selection, benefits administration, and workers' compensation. Demonstrated ability to build and maintain productive business relationships, motivate teams, and foster interdepartmental cooperation. Excellent organizational, presentation, analytical, and communication skills.

WORK EXPERIENCE

Human Resources Representative

Teltech Communications - November 2014 to April 2015

Championed the change initiative for an organization who had no prior Human Resources presence. Initiate corrective action steps to resolve employee performance issues. Lead HR investigations and advise management on appropriate courses of action. Counsel and coach employees and management on a variety of topics. Track Family and Medical Leave Act (FMLA), Leave of Absence (LOA), and work restrictions, while fulfilling required accommodations.

Created structured FMLA leave practices and administration policies

Created Performance Evaluation Forms, rating scale, competencies to rate and process flow

Supervise full cycle recruitment efforts, including development of job descriptions, job postings, recruitment strategies, interviewing and selection, and preparing offer letters.

Steer training efforts, including new employee orientation, new manager orientation, harassment awareness, and other compliance training, leadership, and management courses.

Oversee local benefits administration, such as new hire and annual open enrollment for 200 employees +.

Collaborate with VP Risk Management on workers' compensation program to resolve issues concerning modified duty/early return to work and Americans with Disabilities Act (ADA).

Operations Manager

Fitness One - Dexter, MO - 2012 to 2013

Responsibilities

Managed gym operations from membership sales, marketing, accounting and customer service. Worked the front desk to answer questions, answer phones, help with membership issues, tanning bed sign ups, scheduling for Trainers, clean machines, facility tours and membership sales. Managed Social Media marketing.

Accomplishments

= Scoped project implementation cost and effort for electronic membership system and presented Request for Proposal to Owner. Led Project to implement new electronic membership system which reduced receivables, managed monthly dues and eliminated unauthorized access.

Scoped out cost and ROI for childcare center and presented Request for Proposal to Owner. Created and ran the new Childcare Center for the gym as well as scheduling, payroll and ROI.

Created and ran marketing program for specialty membership discounts for Pastors, Teachers and Corporate Accounts.

Managed Group Fitness schedule, payroll and ROI analysis for facility.
Increased membership sales by 28% during my employment.

Human Resources Generalist / Recruiter

Echostar Broadcasting Corp - July 2006 to April 2011

Recruited and hired military veterans with satellite, transmitter, and electrical engineering skills for 400+ employee base. Advised managers on Progressive Discipline Policy and handled employee relations issues. Attended career fairs and recruiting events at colleges and universities in Colorado and Wyoming.

Managed workers' compensation and drug testing programs.

Represented company in legal matters, such as Equal Employment Opportunity (EEO) hearings and unemployment hearings.

Led company investigations pertaining to employee matters regarding Harassment, Theft, Ethics and Retaliation.

Project Manager (2 years)

Planned and led meetings with vendors, programmers, and providers in the U.S. and abroad. Procured quotes and supporting documentation for company executives cross-departmentally. Generated and distributed project schedules and increased team accountability.

Collaborated with Software Development and Engineering Teams on high-priority projects. = Created and published several internal training manuals on Project Management Program, New Employee Onboarding for Human Resources, and Quote Process for request for proposals (RFPs).

Human Resources Department Head for Northern Colorado Region

Enterprise Rent-A-Car - Thornton, CO - August 1999 to July 2006

Human Resources Department Head for Northern Colorado Region

Oversaw region of 350+ employees. Facilitated employee terminations and investigations. Guided and supervised management through employee disciplinary issues. Responded to legal claims and worked with local counsel to resolve, when needed. Managed Affirmative Action Plan and put several initiatives in place as a result of findings. Shared oversight of an employee with the Recruiting Manager.

Founded and directed Women in Management Organization.

Built strong community relations as Diversity Team Director

Served as an article contributor for Denver Chapter of Society of Human Resources

Developed United Way Campaign incentive programs for employee giving and increased giving year over year

Developed and presented training programs for employees and management such as Employee Orientation, Harassment Prevention, Employee Coaching, Performance Evaluations and Effective Employee Training through S.O.S. Techniques.

Created Mentoring Program pairing new employees with successful managers, which reduced turnover of first year employees by 10% the first year

Human Resources Representative (2000)

Provided Human Resources administration support to HR Manager and Recruiting Manager. Assisted with investigations, unemployment and performance evaluations. Accompanied Recruiting Manager to North Carolina college campuses for on-campus recruiting, presentations and interviewing. Conducted ADA evaluations in 30-branch region with the Safety Manager.

Management Trainee (1999)

Learned and applied everyday business operation principles such as profit/loss, inventory management, sales and marketing. Managed customer expectations and strived to go above and beyond for each interaction, exceeding expectations.

Employee Sales Award received May 2000 for exceptional sales record

EDUCATION

Bachelors in Business Administration

University of North Carolina at Greensboro - Greensboro, NC

July 1999