

BENJAMIN A. RIGGS, PHR

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SENIOR-LEVEL HUMAN RESOURCES & SAFETY MANAGER

Performance-driven human resources professional, innovating process solutions while increasing organizational excellence. Confident and dedicated leader entrusted with directing projects and training, performance management, and employee development. Aligns strategies with company goals and cultivating high-caliber teams that exceed expectations. Recognized for improving efficiency and productivity through policy development. Backed by solid credentials and advanced technological expertise. Fluent in Spanish.

AREAS OF STRENGTH

- ✓ Performance Evaluations
- ✓ Benefits Administration
- ✓ Training and Development
- ✓ Client Services
- ✓ Employee Relations
- ✓ HR Program Design
- ✓ Employee Referral Programs
- ✓ Discreet and Ethical
- ✓ Regulatory Compliance
- ✓ Change Management
- ✓ Leadership Coaching
- ✓ Conflict Management

PROFESSIONAL EXPERIENCE

NOA BRANDS INC.; LAFAYETTE CO

2017 TO PRESENT

CORPORATE HUMAN RESOURCE DIRECTOR

DEVELOPED A CORPORATE LEVEL OVERSIGHT COMMITTEE AND TRAINING PROGRAM TO ENSURE COMPLIANCE WITH BOTH FEDERAL AND STATE LAWS. WORKED WITH EXECUTIVE LEADERSHIP TEAM TO DESIGN AND IMPLEMENT A CORPORATE RECRUITING STRATEGY THAT FOCUSES ON IDENTIFYING HIGH PERFORMING CANDIDATES THAT WILL HELP DRIVE COMPANY CULTURE IN ALL COMPANY LOCATIONS. REDESIGNED COMPANY POLICIES AND EMPLOYEE RELATIONS TO PROVIDE SUPPORT TO A CORPORATE CULTURE CHANGE INITIATIVES INCREASING EMPLOYEE SATISFACTION.

- LEAD A CORPORATE COMPLIANCE AUDIT TEAM THAT IDENTIFIED AREAS OF RISK AND DEVELOPED A PLAN TO ENSURE COMPLIANCE WAS MET WITHIN 10 MONTHS
- OVERSAW THE IMPLEMENTATION OF A NEW HRIS SYSTEM THAT IMPROVED EFFICIENCIES FOR PAYROLL AND EMPLOYEE ACTION FORMS INCREASING DEPARTMENT LEVEL EFFICIENCIES
- LED A EMPLOYEE/MANAGEMENT TEAM TO ADDRESS IDENTIFIED EMPLOYEE RELATIONS ISSUES INCREASING EMPLOYEE SATISFACTION BY 25% IN THE FIRST YEAR.

CPI CARD GROUP; Littleton, CO **(Contract Role)**
2013 to 2014

Human Resources Administrator

Refined HR infrastructure for company, guaranteeing recruitment plans, employee relations, and benefits administration met the needs of the business. Processed payroll for all multi-state manufacturing facility totaling 300 employees. Surpassed expectation as leader for departmental goals execution, achieving maximum effectiveness and efficiency. Oversaw the development and application of recruiting strategy for company's second location. Served as point-of-contact for all third-parties for employee inquires.

- Partnered with accounting department to ease payroll processing employee support.
- Pioneered first performance review process for partnering clients.
- Transitioned department from manual to web-based systems for tracking ease.
- Sustained annual EEO-1 and VETS 100A compliance rating by utilizing continued education on current HR best practices.

GCA SERVICES GROUP; MESA, AZ
2012 to 2013

Hiring Agent/Human Resources Generalist

Acted as employee relations contact overseeing 1000-member company. Met contractual requirements by evaluating talent pool filling open positions. Supplied solutions to all complaints, claims and status updates ensuring compliance laws were followed. Provided HR program interpretation to account managers guaranteeing proper execution.

SONIC CORP.; Mesa, AZ

2010 to 2012

General Manager

Provided operational support and training to incoming general managers getting them acclimated to HR procedures. Reduced employee turnover 5% for region and increased average length of service through hands-on leadership coaching. Developed leadership training focused on customer service and communication styles.

EARLY CAREER

Led 3-member HR and safety team as **Human Resources Manager** for **American Foods Group in Omaha, NE** from **2008 to 2010**. Post-policy evaluation, focused on organizational and management development, as well as, HR central services for all 500 employees.

Honored to be **Human Resources & Safety Coordinator** for **Seaboard Foods in Julesburg, CO** from **2007 to 2008** initiated and designed organizational culture in line with company's mission and overall business strategy. Inspected 41 live operation sites managing OSHA compliance.

Earned \$1M gross sales in first year as **Owner of Irish Twins, LLC in Denver, CO** from **2005 to 2007**. Sourced quality employees that received top-notch training in mitigation techniques. Crafted business plan, employee handbook, and created safety awareness program.

Hired as **Human Resources Manager** for **Mountain City Meat Company in Denver, CO** from **2004 to 2007** leading 2-person HR team to oversee processing plant with 500 employees. Designed companywide compensation and reward strategies aligning with changing business objectives.

Served as **Facility Manager** for **Keefe Commissary Network in Mitchell, VA** from **2002 to 2004**, managing 2 facilities totaling \$3M in inventory. Achieved 100% law compliance, as well as, day-to-day HR operations of 20 hourly employees.

EDUCATION & CERTIFICATIONS

Bachelor of Science, Human Resource Management
Colorado State University

Professional in Human Resources Certification (PHR)

Certificate of Completion, Leadership Design | Frontline Leadership Course

OSHA 40-hour course

Serve Safe Certification #7429085