

**Erin N. Jopke, PHR, SHRM-CP**

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**BUSINESS  
EXPERIENCE**

**Rudolph Community and Care, LLC, Savage, MN** February 2017 – September 2017  
*Human Resources Generalist*

- Managed all aspects of the Human Resources department including day-to-day operations, compliance, benefits administration, FML/Leave of Absence process, workers compensation, employee disciplinary process and employee relations.
- Supervised the recruiting department and one direct report. Responsibilities included overseeing the full cycle recruitment process, conducting intake meetings with hiring managers, creating and revising job descriptions and compensation structures, sourcing and recruiting, creating interview matrix, defining interview processes, conducting interviews/making job offers. Individually responsible for up to 35 open requisitions, closing 28 of them within 3 months.
- Created and developed Human Resources initiatives that aligned with the organization's mission and goals including improving the hiring and onboarding process for new hires to reduce turnover and the cost of recruiting and training new hires.
- Improved new hire turnover by creating an orientation agenda and identifying SME's to present on the required training topics.

**Innovative Blood Resources, St. Paul, MN** February 2014 – February 2017  
*Human Resources Generalist*

- Managed the HRIS system including vendor management, data entry, accuracy of information and reporting.
- Managed employee relations including partnering with management, conducting investigations and recommending disciplinary actions.
- Safety Officer (two years) responsible for all aspects of safety including leading the safety committee, safety trainings as required by OSHA and management of SOP's.
- Managed new employee orientation, identified and created required trainings and curriculum.
- Managed the FML/leave of absence process.
- Managed benefit administration including vendor management, open enrollment materials and administration and plan design and implementation.
- Provided support and advice to management at all 3 divisions; Lincoln, NE, Duluth, MN and St. Paul, MN.

**Aeon Management, LLC, Minneapolis, MN** May 2013 – February 2014  
*Human Resources Coordinator*

- Sourced, recruited and interviewed for both exempt and non-exempt positions.
- Responsible for all aspects of benefits including researching and implementing new carriers, resolving any escalated issues, invoices, reconciliations, benefit orientations and keeping pertinent documentation up to date.
- Process payroll for two company codes on different pay cycles.
- Trained and provided support to staff to ensure accurate time tracking and payroll processing.
- Researched, implemented and lead the wellness initiative to enhance the overall health of the organization.

**CPP North America, LLC, St. Louis Park, MN** December 2011 – April 2013  
*Human Resources Generalist*

- Designed, developed, implemented and monitored the effectiveness of the overall recruitment strategy for the organization.
- Sourced, recruited and interviewed for both exempt and non-exempt positions.
- Developed and managed the employee relation's process in relation to organizational strategy, policy, and procedures.

- Supervised the payroll department.
- Was responsible for 2 direct reports: Compensation Supervisor and the HR Assistant.
- Tasked with the sourcing and recruiting of high turnover departments leading to the recruitment of 80+ inbound call center representatives.
- Managed the implementation of ADP for benefits, payroll, recruiting, talent management and time and attendance.
- Lead the implementation of The Hartford to manage the leave process.
- Coordinated all aspects of benefits.
- Partnered with the legal department for unemployment claims and hearings.
- Corroborated with different departments to enhance processes and related documentation.

**Herberger's**, Bloomington, MN

September 2007 – December 2011

*Assistant Human Resource Manager*

- Recruited, interviewed and trained employees.
- Processed all employee payroll.
- Managed Leave Management Process for LOA/FMLA.
- Generated schedules for 200 plus employees.
- Responsible for the compliance and enforcement of federal and state employment laws.
- Handled all employee benefit inquiries and concerns.
- Handled employee relation issues.

**EDUCATION**

**Minnesota State University Moorhead**

December 2004

*Bachelor of Science in University Studies*

- Emphases in Paralegal and Sociology.

**CERTIFICATES**

**HR Certification Institute**

December 2012

*Professional in Human Resources (PHR)*

**National OSHA Institute**

*U.S. OSHA 30-hour Outreach General Industry card (Blue OSHA Card)*

August 2015

**Society for Human Resource Management**

*SHRM Certificated Professional (SHRM-CP)*

December 2015