

-Supported 110 employees at all levels, including executive leadership.

Human Resource Director

August 2004 to August 2007

Sorenco Laboratory – Salt Lake City, Utah

- Managed Human Resource and payroll for 40 Full Time Associates.
- Handled FMLA, ADA and Military Leaves of absence.
- Filed and coordinated all Worker's Compensation claims for W2 employees.
- Developed compensation planning and career planning for all employees with an emphasis on all mid-level management positions and above
- Coordinated manufacturing staff needed with Onsite leasing agency on a daily basis.
- Advised top management on appropriate employee corrective actions and attended all disciplinary actions.
- Coordinated and administered a 10 Reduction in Workforce Action.
- Worked with broker to add a 401k plan to existing benefits package.
- Completed annual open enrollment and new hire benefits enrollments.

Education

Bachelor of Science: Interdisciplinary Studies, 2003

Utah State University - Logan, Utah

Studied basic Business Management as well as Industrial Hygiene with an interest in compliance and regulatory issues affecting both employees and employers.

Relevant Certifications (links provided for verification)

PHR Certification, 2008

Human Resource Certification Institute

Received initial Professional in Human Resource Certification in 2008, renewed in 2011,2014 and 2017. Currently certified through 2020.

<https://recert.hrci.org/public/membersearch/certificants?>

[model.LastName=Kearl&model.FirstName=Dorothy&model.City=&model.State=CO&model.Country=&attr.Designation=PHR&doSearch=true](https://recert.hrci.org/public/membersearch/certificants?model.LastName=Kearl&model.FirstName=Dorothy&model.City=&model.State=CO&model.Country=&attr.Designation=PHR&doSearch=true)

SHRM-CP Certification, 2017

Society for Human Resource Management

Received December 2017, valid through December 2021

<https://portal.shrm.org/Public/Directory.aspx?first=Dorothy&last=Kearl&cert=SHRM-CP&country=>