

Mr. Lee Katzmarek

1264 Stone Ridge Road, Sauk Rapids MN 56379
Phone 320-241-1088; lee_katzmarek@yahoo.com

March 16, 2013

Corporate Management Group
Re: HR Generalist/Safety Specialist position

To Whom It May Concern:

Please accept this letter of interest for the HR Generalist/Safety Specialist opening as listed on the CMG website. With over ten years of experience in the fields of human resources, safety, and manufacturing, I am fond and familiar with this industry and interested in learning about this position in greater depth.

While in my role as Human Resource Manager for Amcon Block & Precast's three locations, I managed my own department employees, directed the hiring and performance for 10 other departments, and spear-headed the safety and training programs. I served as a member of Amcon's Management team, meeting weekly to discuss company-wide issues. During the construction boom, my human resources role began at the screening, hiring, and orientation of new employees and included policy work, payroll functions, and all benefit plans. Safety composed a large part of my responsibilities also as I dealt with OSHA compliance, workers compensation, and drug testing programs for DOT and non-DOT employees. I was in the fortunate position to personally deal with every employee within the company - whether in a group or individual setting, I was actively engaged with others.

Currently, as a Dedicated Account Manager for PreferredOne Administration Services (PAS), I manage a mixture of fully-insured and self-insured medical insurance accounts. My daily activities involve client and broker visits, daily communication over the phone and in person, and responsibility to see that each account is set up and run properly. My role for PAS has allowed me to gain valuable experience dealing with Legal, Information Technology, Claims, and Medical Management staff. Most importantly, I have maintained my connection with the area of Human Resources as I am in direct contact with many human resource departments regarding their company's account with PAS.

I am ready for both fresh and familiar challenges in my career. I stand ready to learn new roles and skills to add to my existing professional experience. My previous professional education and training experiences will be advantageous as I interact with your management, department leads, and staff. I wish for the opportunity to demonstrate my commitment in delivering measurable performance while building trust and accountability that will positively effect your bottom line. I hope a future meeting will allow each of us to gain insight on a potential working relationship. Please contact me at 320-241-1088 or lee_katzmarek@yahoo.com so that I may learn more about this opportunity.

Sincerely,

Lee Katzmarek

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OBJECTIVE:

To utilize my 10+ years of human resources experience within the manufacturing industry in the areas of training, employee relations, benefits, and safety to assist Corporate Management Group in the accomplishment of company goals and objectives. To serve as a resource and leader for both internal and external "customers".

QUALIFICATIONS:

Created and ran monthly Supervisor Sessions for 16 supervisors covering 10 departments.
Developed, implemented, and maintained performance evaluation and disciplinary process.
Ability to read, comprehend, and implement legislative impact on company benefit programs.
Regularly interacted with OSHA, Workers Compensation, and Dept. of Transportation representatives.

WORK HISTORY:

May 2010-Current, Account Manager; PreferredOne Administrative Services, Inc.- Golden Valley, MN

Report to Vice President of Account Management while managing health/dental/cobra/FSA accounts for over 40 companies ranging between 20 and 400 employees.

- Lead face-to-face meetings and phone conferences with clients in the areas of sales presentations, implementations, and contract renewals.
- Assemble and execute implementation time lines for newly earned accounts.
- Serve as single point of contact for external HR Directors/Managers/CEO/CFO/brokers regarding questions and problem solving.
- Lead person with internal staff including claims, legal, pharmacy and technology departments in the set up and maintenance of client benefit plans.
- Calculate and assemble renewal proposals using underwriting data and trend analysis.
- Assist clients and brokers with benefit design changes and how these impact rates and members.
- Advise clients of legislative impacts on medical plan and edit plan documents to comply with federal and state guidelines by working with internal attorney and legal team.

October 1999-May 2010, Human Resource Manager; Amcon Block and Precast, Inc. - St. Cloud, MN

Report directly to company president while directing a Human Resource department for 100+ employee company. Personally involved with broad spectrum of human resource areas during the height of the construction boom:

- Created and implemented high-deductible medical plan with unique HRA component.
- Carried out 401(k) fiduciary responsibilities such as annual plan testing according to ERISA, annual investment evaluation, and periodic vendor review.
- Met weekly with company owner and management team to discuss company budgets, plans for expansions/contractions along with past, current, and future projects.
- Designed and implemented process for hiring, orientation and safety training to meet demands of growing departments while reducing company attrition.
- Implemented and maintained safety training and reward programs which resulted in a Work Comp. Mod rate below 1.0 for 7 consecutive years and zero OSHA "recordables" in 2008.
- Lead person in employee disciplinary issues. Placing employees on improvement plans and conducting legally sound terminations if necessary.
- Managed \$100,000 annual budget and employees for Human Resources Dept. Managed company Safety Committee with responsibility for corresponding budget.

June '05-Feb '06, Adjunct Instructor; Saint Cloud Technical College, Supervisory Management Program

- Facilitated Supervisory night classes as assigned. Utilized Accelerated Learning Methods

Sept.1993-Oct. 1999 Grade Six, Middle School Teacher; Mississippi Heights Middle School, ISD#47.

- Science Teacher and Team Leader

EDUCATION/LICENSING:

Completed 2010 Current Resident Insurance Producer – State of Minnesota.
Completed 2007 Accelerated Learning Course – St. Cloud Technical College – David Meier
Completed 2004 HR Generalist Certificate - University of Minnesota's Employer Education Services.
Completed 1999 Masters Degree in Teaching and Learning - St. Mary's University of Minnesota
Completed 1992 B.S. Degree in Elementary Education - St. Cloud State University of Minnesota