

# KIRSTEN FOGT

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## Summary

Human Resources professional driven to improve morale, decrease turnover and improve productivity. Strong background in benefits, payroll and conflict management who is highly detailed oriented and organized.

## Highlights

HRIS applications proficient  
Benefit administrator  
Exceptional interpersonal skills

Performance management strategies  
Conflict management  
Compensation/payroll

## Accomplishments

Created a pre-employment drug screen and background program that met bank client auditing guidelines. Researched and implemented a voluntary vision plan.

## Experience

### **Payroll & Benefits Generalist, 10/18 – Current**

**ILLUME, Bloomington, MN**

Initiated a passive open enrollment  
Manage bi-weekly payroll  
Responsible for all leave administration (FMLA, STD, LTD)  
Audit monthly carrier invoices for accuracy  
Process all status changes  
Manage all workers compensation claims  
Responsible for 401k administration  
Leading the implementation for a HRIS system and new payroll administrator

### **Human Resources Manager, 03/2017 – 06/2018**

**WAGNER GREENHOUSES, INC. - Minneapolis, MN**

Responsible for leave administration for the company (FMLA, STD, LTD).  
Work with broker regarding benefit plans.  
Handle worker compensation claims.  
Ensure compliance with Federal and State employment laws.  
Oversee H2A program.  
Handle all employee benefits.  
Resolve employee relation issues.

- Conduct new hire orientation and exit interviews.
- Advise management on organization policies.
- Advise management on employee corrective issues.
- Establish consistent hiring practices.
- Updated Employee manual.
- Process salary changes.

**Human Resources Manager**, 03/2008 □ 10/2016

**MESSERLI & KRAMER P.A** □ Plymouth, MN

- Audited weekly carrier feeds for accuracy, worked with carriers and third party vendor on problems to ensure issues were not passed onto employees at the firm.
- Worked with our broker to negotiate best rates during annual renewal.
- Researched and implemented a voluntary vision care provider in 2014.
- Responsible for all leave administration for the Firm (FMLA, STD, LTD).
- Handled worker compensation claims.
- Ensured compliance with Federal and State employment laws.
- Created HR policy manual for the Firm.
- Conducted annual EEO and Non-Discrimination testing compliance.
- Advised all management levels on organizational policies.
- Resolved employee relation issues.
- Conducted new employee orientation and employee exit interviews.
- Advised leadership team on employee corrective actions.
- Established consistent hiring practices.
- Provided HR support for all employees and executives.
- Managed bi-weekly payroll.
- Processed all salary changes.

**Benefits Administrator**, 06/2007 □ 03/2008

**TCF FINANCIAL CORPORATION** □ Wayzata, MN

- Advised employees on all benefit questions.
- FMLA, STD, and LTD leave administrator for employees.
- Conducted full open enrollment for 8000 employees.
- Implemented a new singular medical vendor for the company.
- Assisted employees and retirees with their benefit packages.

## **Education**

**Carthage College** □ Kenosha, WI, USA

**BACHELOR OF ARTS: CRIMINAL JUSTICE**

## **Technology Experience**

Microsoft Office Suite, HRIS systems (Apprize technology, KDV, and Infinisource) Payroll systems (ADP, KDV, Infinisource, & Paychex).