



CORIE DRAINE

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Summary

Dynamic HR professional with extensive experience in leading human resources operations and organizational planning in Montana, Wyoming, and Colorado. Expertise in employment laws, performance appraisals, employee relations issues, and benefits program management. Seasoned expert in protecting company interests and committed to fostering positive office cultures that enhance employee relations and performance. Seeking to leverage skills in a role that values innovative HR solutions and strategic employee development. Strong believer in people being the most important asset to a organization.

Skills

- Human resource management
- HR strategy, policies, and procedures
- Recruitment, selection, and onboarding
- Payroll and benefits administration
- Performance management and appraisal systems
- Skilled in Microsoft Suite and HRIS software
- Organizational development and retention strategies
- Employment and labor law compliance
- DEI certified
- HR metrics, recordkeeping, and analytics
- Employee engagement, Management training, and Conflict resolution
- Trained in ADA, ADEA, FMLA, FLSA, HIPAA, and other protection laws
- HR cost center and profit center specialist
- SOP and handbook compliance procedures
- Expert at mitigating risk management
- Exit interviews

Experience

ProSource Machinery LLC | Denver, CO

Human Resource Manager

09/2019 - Current

Recruitment, Selection, Onboarding:

- Spearheaded the recruitment, selection, and onboarding process for all candidate positions across Montana, Wyoming, and Colorado locations, cultivating key talent.
- Advised and facilitated management on best practices related to recruiting, retention, diversity, and inclusion efforts.

Performance, Trainings, and HR infrastructure:

- Developed and executed HR strategies, policies, and infrastructures to improve employee engagement, productivity, and retention.
- Implemented and nurtured a routine performance management system, including employee performance appraisals and goal-setting training, to increase productivity and employee relational returns.
- Organized and produced educational workshops to promote safety awareness among employees, and wellness programs to promote work-life balance.
- Managed the organization's HRIS to ensure efficient data management and accurate reporting of personnel activity. Handled sensitive employee and organizational information, along with preparing, documenting, and measuring relevant HR metrics.
- Investigated workplace issues, mediated disputes between employees, facilitated conflict resolution, and implemented performance improvement plans.

- Created and securely stored detailed incident reports, disciplinary and transitional documentation, and oversaw the exit interview process.

Payroll and Benefits:

- Led all payroll administration, employee benefits programs, health insurance policies, PTO/sick leave, HSA/FSA accounts, and retirement plans.
- Negotiated policy rates annually with carriers, and securely stored all employee and organization documentation regarding benefits, policies, and changes made.
- Implemented all employee voluntary benefit programs, orchestrated annual Open Enrollment meetings, and managed all organizational policy changes.

Employment and Labor Law Compliance:

- Ensured compliance with all state and federal employment and labor laws, including wage and hour regulations.
- Provided guidance on complex labor issues, including discrimination, harassment, disability accommodations, and extended leaves of absence.
- Developed and curated all updates to the SOP, handbooks, and employment notices within the organization's infrastructure.

Studio 406 Salon | Billings, Montana

Salon and Spa Owner

06/2012 - 11/2020

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- Recruited, selected, and onboarded all employees.
 - Managed payroll processing and benefits administration for all employees.
 - Scheduled staff shifts for maximum efficiency while ensuring adequate coverage for peak times.
 - Conducted regular performance reviews of employees to ensure quality services and performance.
 - Ensured all stylists had valid state licenses or certifications, and followed all sanitation and health procedures required by state law.
 - Maintained accurate Salon Licenses and records, client appointments, inventory levels, and sales transactions.
 - Created service menus, pricing strategies, and marketing campaigns to attract new customers, and retain existing ones.
 - Performed exit interviews upon employee transitions or dismissal.

Education and Training

Post University | Waterbury, CT

Vocational Degree in Human Resource Management in Human Resources Management

07/2023

Activities and Honors

First Tenor- in Billings Symphony Orchestra and Choral **2017 to 2020**

Certified Rosarian- with the American Rose Society **2017 to present**

Novice Sales Experience- I inadvertently sold **the first SANY Motor Grader** to the City of Commerce City, Colorado

SHRM Certification- I am actively focusing on my SHRM Certification

Certifications

DEI Certified Consultant

Colorado Notary

OSHA 30-Hour Certification