

Career Summary

Extensive Human Resource experience in the private and public sector which includes manufacturing, service, public relations, and education fields. Completed assignments in recruitment, training, professional development, employee relations, compliance, orientation, payroll, benefits, compensation, process improvement initiatives, as well as HR generalist responsibilities. Managerial experience leading teams at the Director level. Develop course curriculum and serve as classroom lecturer, mentor, coach and academic advising.

Education

Indiana Wesleyan University, Bloomington, IN

MBA (with a specialization in Human Resource Management/Training and Development)
August 2002

BS-Business Administration
August 1999

Villanova University, Villanova Pennsylvania (on-line)

Master Certificate in Six Sigma
Expected completion July 2016

- Six Sigma Green Belt Certificate January 2016
- Six Sigma Lean Certificate March 2016
- Six Sigma Black Belt Certificate July 2016
- Master Six Sigma Certificate July 2016
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Highlights of Qualifications

Professional Organizations

Member of Indiana Society of Human Resource Management, SHRM, since 2000

Indiana State SHRM Conference Committee 2015-current

Indiana State SHRM Council Member: Director of College Relations 2016-current

Member of the South Central Indiana Human Resources Association (SCIHRA), since 1998

College Relations Chair – (2009 – 2016)

Past President

Past Vice President of Programs

Indiana University Faculty Mediation Committee (August 2014 - August 2016)

Indiana University Diversity and Affirmative Action Committee (August 2014 - August 2016)

Faculty Advisor American Red Cross Student Association at Indiana University (2015-present)

Faculty Advisor Human Recourse Association – Indiana University Student Association (2009 –2016)

American Red Cross – Board Member

Past Member of the Hire Potential Indiana Committee

Awards and Trainings

2017 Indiana University Student Organization Advisor of the Year

2017 The Daniel Spore Award (IUDM-Riley Hospital)

2015-16 Beyond SPEA Award*

2015 SHRM Indiana Volunteer Leader of the Year

2014-15 SHRM National Advisor of the Year Nominee

2015 The National Society of Leadership and Success Excellent in Teaching Award

2014-15 Beyond SPEA Award*

2013 Indiana University Trustees Teaching Award Recipient
 2012 SPEA Teaching Award Recipient
 2011 Dean's Most Influential Professor Award
**voted on by the IU-SPEA graduate and undergraduate students*

I was nominated and was a 2015 finalist as a SHRM National Faculty Advisor of the Year
<https://www.shrm.org/communities/studentprograms/pages/2015-advisor-of-the-year.aspx>

Completion of the Career Track's Seminars:
 Conflict Resolution and Confrontations Skills
 Assertive Communication Skills for Women
 Personnel/HR Assistants
 Attended a series of seminars on, "Diversities in the Work Place".

Area of Expertise:

Course development
 Classroom lecture
 Student mentoring, coaching and academic advising.
 Experience in dealing with the public/employee relations.
 Development and implementation of training programs.
 Development and implementation of workshops.
 Utilization of internal resources.
 Researching training and certification programs through external resources.
 Development and implementation of career development opportunities.
 Experience in HIPAA, ADA, FMLA, Unemployment Claims, and Workmen's Compensation.
 Maintained a client base of 40+ customers. Managing their staffing, recruitment, and training needs.
 Developed and presented a variety of workshops for supervisors.
 Advanced software knowledge includes: Microsoft Office (Windows, Excel, Access, Outlook, & PowerPoint).
 Managerial experience.
 Developed and maintained Computer and New Employee Orientation for an estimated 200+ staff.
 Presented region wide job fairs.
 Process Improvement Initiatives

Committees

- Indiana SHRM State Council – Director of College Relations – (August 2016 – present)
- Indiana SHRM State Conference Committee (August 2015 – present)
- Chaired Annual Indiana SHRM Student Conference committee (August 28th 2016, 2nd August 27, 2017)
- Indiana University Faculty Mediation Committee (2014-2016)
- Indiana University Diversity and Affirmative Action Committee (2014-2015)
- SPEA Lead Instructor course V236 – Management Concepts and Applications I (August 2014 – present)
- SPEA Co-Lead Management Major (August 2016 – present)
- SPEA Personnel Committee (August 2016 – present)
- SPEA Government and Management Committee (2009 – present)
- SPEA Undergraduate Curriculum Review Committee (2009-2015)
- SPEA Teaching and Learning Committee (2010-present)
- SPEA Human Resource Major Committee – Undergraduate Level
- SPEA Search Committee: HR Lecture
- SPEA Search Committee: Director of Undergraduate Student Programming
- American Red Cross – Monroe County: Board Member
- Hannah Center – Volunteer

Career Development Activities

Total Internship Management Workshop with Dr. Robert Shindell, Ph.D.	April 2017
John Maxwell 5 Levels of Leadership training	April 2017
Course Development Institute, CDI, Indiana University	June 2015
Western Governors University, UT	August 2013
Organizational Behavior:	
<input type="checkbox"/> Curriculum Review	
<input type="checkbox"/> Exam Review	
FALCON Conference, Indianapolis, Indiana	November 2012
On-line Faculty Workshop Training –	August 2012
Ivy Tech Community College, Blgtn.	
8-week course for teaching on-line course.	

Work Experience

Indiana University – Bloomington School of Public and Environmental Affairs

8/2017 – present Senior Lecturer, Indiana University, Bloomington, IN: Reports to Executive Associate Dean of SPEA: Responsibilities include: Class material development and instruction delivery. Facilitation of a learning environment. Assist student needs. Excellent evaluations past six years. Course work includes: Human Resource Management (graduate and undergraduate levels), Supervision, Talent Acquisition, Organizational Development, Diversity and Public Management. Since joining IU-SPEA in fall 2009 I have taught 103 sections of 10 different courses and three honors courses, enrolling a total of 4,073 students.

Courses Taught:

V236/S236	Management Concepts and Applications I in Public and Private Organizations
V263	Public Management
V336/S336	Management Concepts and Applications II in Public and Private Organizations
V373/S373	Human Resources in the Public Sector
V443	Diversity
V450	Contemporary Issues in Public Affairs
V463	Interpersonal Relations in the Workplace
V479	Recruitment and Talent Acquisition (developed)
V473	Management and Leadership
M561	Pubic Human Resources

6/2009 – 8/2017 Lecturer, Indiana University, Bloomington, IN: Reports to Executive Associate Dean of SPEA: Responsibilities include: Class material development and instruction delivery. Facilitation of a learning environment. Assist student needs. Excellent evaluations past seven years. Course work includes: Human Resource Management (graduate and undergraduate levels), Supervision, Talent Acquisition, Organizational Development, Diversity and Public Management.

Indiana Wesleyan University

8/2003 – 2014 Adjunct Professor, Indiana Wesleyan University, Bloomington/Terre Haute/Greenwood, IN: Reports to Chair of the Business Program: Responsibilities include: Class material development and instruction delivery. Facilitation of a learning environment. Assist student needs. Human Resource Management, Supervision, and Organizational Development,(graduate and undergraduate levels)

Ivy Tech State College

6/2004 – 2014 Adjunct Professor, Ivy Tech State College, Bloomington, IN: Report to Chair of the Business Administration Department: Responsibilities include: Class material development and instruction delivery. Facilitation of a learning environment. Assist student needs. Academic advising. Human Resource Management, Introduction to Management, Supervision, Organizational Development, and Introduction to Business.

Richland Bean Blossom School Corporation

1/2003 – 9/2003 Substitute Teacher, RBBSC, Ellettsville, IN: Report to Scheduler: Responsibilities include: Delivery of instructional teaching plans to grades K-12. Working with special needs and inclusion students in grades K-12. Maintaining control of the classroom and satisfying the daily teaching assignment requirements.

CACI

11/2009-1/2013 – Contracts Administrator, CACI, Bloomington, IN: Reports to Contract Director. Responsibilities include: Provides on-site support and coordination to a complex contract, project or task(s).

- Maintain and track contract costs and performances, often complex in nature.
- Oversee the administrative functions of assigned contracts, projects, or tasks.

Baxter Pharmaceutical Solutions

11/2005- 9/2008: Capping/Sampling Department Supervisor, *Baxter Pharmaceutical Solutions*, Bloomington, IN: Report to Manufacturing Manager: Responsibilities include: implementing and supervising daily activities in the Capping production area to ensure manufacturing goals and project deadlines are met while maintaining compliance with current good manufacturing practices (GMPs), Environmental Health and Safety (EHS) guidelines and other regulations as applicable. Supervise the daily manufacturing operations – maintain (audit, refine, improve) equipment and processes within the Capping area. Provide a positive and equitable working environment. Support and emphasize the Safety and Quality commitments of the department. Ability to utilize resources and raw materials in an efficient and productive manner. Identify/prioritize/provide resources in an area to assist management meeting annual operational plans and budgetary commitments. Facilitate and verify appropriate training for employees in the area (including but not limited to GMP, job skills, safety) Ensure compliance with all GMP regulations, product documentation, specifications, SOPs, and FDA requirements as required. Commit to employee feedback and developmental process, conduct recognition and disciplinary action for employees, and facilitate employee representation throughout the organization. Submit and/or maintain and distribute reports related to attendance, labor, efficiency, safety, scrap and others as needed. Supervision of 40 employees on first shift, as well as support supervision to 40 employees on 2nd shift, and 35 employees on 3rd shift.

2/2005 – 11/2008 Manufacturing/Technical Services Training Supervisor: Report to Manufacturing Manager: Responsibilities include: Supervision and Human Resource Management of a staff of six. Assessment of training needs of the Manufacturing and Technical Services Manufacturing/Finishing departments. Development of training programs and courses to enhance future training needs of trainers and employees. Development and implementation of training materials and tools to meet the needs of an ever-changing pharmaceutical industry. Participation in Client visits and FDA audits. Employee career path development. Development and maintenance of departmental training curriculums. Development and implementation of assessment tools measuring training needs and success of training programs.

12/2004 – 2/2005 Manufacturing Training Representative: Report to Manufacturing Manager: Responsibilities include: Supervision and Human Resource Management of a staff of five. Assessment of training needs of the Manufacturing department. Development of training programs and courses to enhance future training needs of trainers and employees. Development and implementation of training materials and tools to meet the needs of an ever-changing pharmaceutical industry. Employee career path development.

9/2003 – 12/2004 Training Representative: Report to Manufacturing Manager: Responsibilities include: Assessment of training needs in the Manufacturing and Finishing departments. Development of training programs to enhance future training needs in the growing and ever changing pharmaceutical

industry. Development of a training program, in the manufacturing and finishing areas, as well as the implementation and development of training manuals. Coordinate a training staff of six.

Elwood Staffing

5/2001-1/2003 Branch Manager, *Elwood Staffing*, 1922 Liberty Drive, Bloomington, IN. Report to Executive Vice President. Responsibilities include: Branch operations management and strategic planning. Supervision of three office staff, development of new client accounts and maintenance of current accounts, recruitment of Elwood Staffing temporary and professional placements. Community networking building professional relationships between Elwood Staffing and the business community. Develop and present various workshops for the continued education and career growth of supervisors. Knowledge of all aspects of human resource management is of the up most importance in this position. Ability to work with a variety of unions and union contracts are essential.

The Greater Bloomington Chamber of Commerce

6/2000–6/2001 Director of Human Resources & Operations, *The Greater Bloomington Chamber of Commerce*, 400 West Seventh, Ste., 102, Bloomington, IN. Report to: President. Responsibilities include Advertisement of position openings in appropriate publications, newspapers, and on the Internet. Initial reviewing, screening and interviewing of incoming applicants. Instrumental in the development of staff training needs. Assessment and negotiation of employee benefit contracts. Maintenance of employee files both electronic and paper. Maintain compliance of Human Resource regulations. Public relations between staff as well as throughout the community. Payroll. Supervision of four support staff. Development, maintenance, and monitoring of Chamber Fiscal Budget. Research and writing of Capital Budgets for three departments.

Center for Behavioral Health

1997-2000 Promoted to Human Resources Generalist, (Employee Records/Benefits and Training), *Center for Behavioral Health*, 645 South Rogers Street, Bloomington, IN. Report to Director of Human Resources. Responsibilities include Advertisement of position openings in appropriate publications, newspapers, and on the Internet. Initial reviewing, screening and interviewing of incoming applicants, both support staff and professional. Development and maintenance of New Employee Orientation, CPR, CPI, Fire & Rescue, First Aid training, employee databases and files. Track and monitor certification and license expirations. Reference, police, and drivers license verifications. First contact in conflict resolution situations between staff. Back up to Human Resources Associate, Payroll, including implementation and reporting. On the Training Committee, Improved Secretarial Computer Competency Committee, and the Customer Service Committee. Employee relations and development.

1996 -1997 Executive Assistant, *Center for Behavioral Health*, 645 South Rogers Street, Bloomington, IN. Responsibilities include Primary support to Director of Human Resources. Provided back-up support to: Director of Utilization Management, Director of Research and Outcomes, Chief Financial Officer, Executive Assistant, and back-up support to the CEO. Support responsibilities include: Scheduling trips, appointments and meetings, typing, handling of confidential information, taking meeting minutes, developing databases, and company credit card and travel expense management.