

NANCY MALLORY, SPHR

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SUMMARY OF QUALIFICATIONS

Highly experienced Human Resource Professional with expertise in regulatory compliance, benefits, strategic planning, labor and employee relations, recruitment and training. Extensive experience with HIPPA, Workers Comp, COBRA, ERISA, EEO, OSHA, local, state, and federal labor laws. Excellent organizational, communication, problem solving, team development, and interpersonal skills.

Technical Skills: Proficient in Peoplesoft, Ceridian, Paychex, Kronos, Micros, ADP, Stromberg

PROFESSIONAL EXPERIENCE

08/2009 to Present

Chickasaw Nation Norman, OK

Senior HR Generalist

Responsible for developing proactive support with Executive Management in the achievement of Chickasaw Nation's business goals and objectives.

- Assess organizational structure of departments. Develop effective tools to align HR initiatives with business strategy and objectives.
- Manage workforce planning, organizational and leadership assessment; coordinate recruitment and leadership development.
- Update Management team on overall progress of employees and organizational development.
- Develop SWOT analysis of department structure and addressed leadership development and coaching as well as the Rewards and Recognition of employees, teams, leaders and bright ideas.

Key Accomplishments

- √ Reorganized and developed department structure to streamline financial structure and restructure labor costs.
- √ Developed partnership with Management staff and together realigned management style to reduced turnover and increased employee development.

01/2007 to 4/2009

Kickapoo Casino • Harrah, OK

Director of Human Resource

Responsible for leading Human Resource Department for Kickapoo Casino with 220 of full time and 10 part-time employees. Proactive support for the development and achievement of company goals and objectives.

- Established and implemented systems to ensure business compliance with federal personnel-related laws and regulations.
- Assessed and compiled HR benchmarks; turnover analysis, internal and external scanning, wage and gap analysis, needs assessment for training.
- Developed and administered New Hire Orientation, Harassment Prevention, Diversity Training and Leadership Training. Investigated claims of harassment / discrimination.
- Developed and wrote job descriptions, wage and salary practices; developed, compiled, negotiated, and administered salary and benefit information.
- Directed and facilitated executive recruiting and led negotiations for senior positions; facilitated recruitment selection / promotion process to meet requested staffing levels.
- Provided timely and accurate payroll and benefits enrollment.

- Communicated daily on HR-related information with management on staffing needs, and employee relation issues.

Key Accomplishments:

- ✓ Reduced employee turnover by 25% through improved hiring practices and employee development.
- ✓ Revised and updated Employee Handbook and educated team members on changes; ensured compliance.
- ✓ Facilitated resolution of employee and management issues and Board of Reviews; outcomes exceeded management and employee expectations.
- ✓ Established and oversaw creation and administration of employee development, tribal mentoring, and training programs. Coached / counseled equitable treatment of employees.

11/1996 to 10/2005

Community Action Agency • Oklahoma City, OK

Director of Administration

Responsible for HR functions including Union contract negotiation and representation and labor relations for staff of 500 at 35 off sites.

- Administered procedures for Workers Comp claims and professional representation in legal matters.
- Administered policy and procedures regarding EEOC, Affirmative Action, FMLA, FLSA, COBRA, Benefits, Workers Comp, and Universal Hiring practices.
- Directed and facilitated recruitment selection and promotion process to meet requested staffing levels.
- Developed job description, wage and salary practices
- Developed, implemented, and administered Safety & Security Manual.

Key Accomplishment

- ✓ Developed Agency wide communication and management training; reduced Union membership by 45%.

PROFESSIONAL AFFILIATION

- National SHRM – Member
- Local SHRM – President

EDUCATION

University of Central Oklahoma
B.B.A. in Business Communications

PHR, SPHR Certification

Career Development

- Rapport Leadership One and Two
- 7 Habits of Highly Effective People
- Power to Influence; Strategic Influence... Anthony Robbins
- COBRA Compliance
- HIPPA Compliance
- GPHR Preparation Course
- FMLA Seminar
- HIPPA Benefit Administration... US Labor Dept
- FLSA Labor Law Administration
- Achieve Global Management Training Certification

