

Kimberly Ann Anderson
Search Solution Group 704.372.1532

Summary: A highly qualified Human Resources Manager and Analyst with extensive experience in analyzing, investigating, and resolving employee issues that foster a positive employee relationship. Successfully coordinated efforts across multiple disciplines involving management to achieve stated goals. Provided training and development programs to achieve a well balanced and cohesive work force. Analyzed and compiled performance data for continuous process improvement and provided sound recruitment and retention of current employees.

Skill Set: Certifications in Sexual Harassment Investigations, Discrimination, Affirmative Action, Diversity Training and proper interviewing techniques. Outstanding written and verbal communication skills. Extensive working knowledge of and up to date computer software and government policies and procedures. Supervisory experience to include all aspects of coaching, counseling, review performance, succession planning, mentoring programs, internships, etc. Office management experience to include, but not limited to; AP/AR, Payroll, Billing, Project Management, Salary budgeting, Performance review process, Disciplinary actions, and the Interviewing/Hiring/Termination process. Current SHRM member through 02-2010.

Work History:

HR Generalist V/HR Administrator – Lear Siegler Services, Inc., Midwest City, OK. 02-06-2006 to January 8, 2009

- Specific human resources functions include, but are not limited to recruitment, diversity, payroll, benefits, EAP, classification affirmative action, discipline, and employee relations.
- Benefits Administration and Compensation.
- Up to date knowledge of ADA, FMLA, EEO, COBRA, FLSA, HIPPA, OSHA and other governmental policies and procedures.
- Developed and directed new training program for all field Site Supervisors and HR Representatives in the field.
- Coaching/Mentoring, Training Expert.
- HR Subject Matter Expert.
- OSHA certified Trainer.
- Design training programs in response to internal requests on identified subject matter.
- Evaluate training processes, (internal and external).
- ISO-9000 Auditor.
- Safety and Worker's Compensation Administrator.
- OSHA Certified Trainer and Workplace Ergonomics Assessor.
- Develop strategy in response to both internal and external EEO complaints. Act as an advisor and recommend solutions.
- Prepare position descriptions. Review industry standards and applicability to internal positions.
- Extensive involvement with Employee Relations.
- Human Resources Administrator – Four (4) in-house direct reports and four (4) field site reports.

HR Manager – Aearo AO Safety Co., Chickasha, OK. 06-2004 to 11-2005

- Specific human resources functions include, but are not limited to recruitment, diversity, payroll, benefits, EAP, classification affirmative action, discipline, and employee relations.
- Coaching/Mentoring, Training Expert.
- OSHA Certified Trainer.
- Up to date knowledge of ADA, FMLA, EEO, COBRA, FLSA, HIPPA, OSHA and other governmental policies and procedures.
- Developed and directed new processes for employee orientation and education.
- Involved in the development of new evaluation/merit process.
- Performed salary surveys and salary budgets.
- OSHA, ISO-9000, Lean Manufacturing, World Class Manufacturing, & Six Sigma.
- Safety Training, Ergonomics Trainer, First Aide Responder, and CPR certified.
- Resource for all departments.
- Advisor for Employee Committee.
- All Administrative Functions.
- Implemented mid-year evaluation process.

HR Manager – The Home Depot, Edmond, OK. 06-2003 to 06-2004

- Specific human resources functions include, but are not limited to recruitment, diversity, payroll, benefits, EAP, classification affirmative action, discipline, and employee relations.
- Coaching/Mentoring, Training Expert.
- OSHA Certified Trainer.
- Up to date knowledge of ADA, FMLA, EEO, COBRA, FLSA, HIPPA, OSHA and other governmental policies and procedures.
- OSHA Trainer and Workplace Ergonomics Assessor.
- Safety and Worker's Compensation Administrator.
- Developed and directed new processes for employee orientation and education.
- Involved in the development of new evaluation/merit process.
- Performed salary surveys and salary budgets.
- All Administrative Functions.
- Resource for all departments.
- Handle all disciplinary actions as required.

HR Coordinator – Kansas Rehabilitation Hospital, Topeka, KS. 2000 to 2002

- Specific human resources functions include, but are not limited to recruitment, diversity, payroll, benefits, EAP, classification affirmative action, discipline, and employee relations.
- Up to date knowledge of ADA, FMLA, EEO, COBRA, FLSA, HIPPA and other governmental policies and procedures.
- Developed and directed new processes for employee orientation and education.
- Involved in the development of new evaluation/merit process.
- Performed salary surveys and salary budgets.
- Responsible for verification of all licensing: RN, LPN, PT, OT, PTA, Dr, Speech Therapy.
- Developed yearly "Training Blitz" for all employees.
- All Administrative Functions.
- Resource for all departments.

Director HR – First State Bank & Trust, Tonganoxie, KS. 1998-1999

- Specific human resources functions include, but are not limited to recruitment, diversity, payroll, benefits, EAP, classification affirmative action, discipline, and employee relations.
- Up to date knowledge of ADA, FMLA, EEO, COBRA, FLSA, HIPPA and other governmental policies and procedures.
- Administrator of all employee benefits: Health Insurance, Life Insurance, Orientation of new employees, 401(k) enrollment, Profit Sharing Plan, and budgeting of yearly salaries.
- Responsible for the revision and implementation of the first personnel manual.
- Involved in development and implementation of first Affirmative Action Plan.
- Responsible for maintaining/updating Payroll Software.
- Counseling of supervisors, managers, and employees. Development of education programs and training needs for line staff, (Word and Excel training).
- Development of training programs for Managers and Supervisors.
- Direct experience in evaluating compensation packages, salary structure and salary grades and conducting salary surveys.
- Resource for all Departments.
- Investigation of Harassment and Discrimination charges and seeing through completion.
- Responsible for death benefit payouts, direct contact with insurance companies and beneficiaries.

Education: Emporia State University, Emporia, KS. 1995-1996
Masters of Business Administration with emphasis in Human Resources Management.

Bethany College, Lindsborg, KS. 1992-1995
Bachelor of Arts, Business and Finance Administration.

Computer Knowledge: Literate, up to date with the following processes and software:

Microsoft Office Suite	PeopleSoft Accounting
Outlook	Deltek
Microsoft Visio	JANTEK Payroll
EV3	Virtual Edge Recruiting