

Kimberly Bennett

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Professional Summary

Human Resources Manager with 23 years of exceptional experience in employee relations and the ability to resolve conflict and communication issues. Effective at building relationships with employees and managers at all levels of the company in support of business objectives while proving to be a resourceful advisor with a reputation for sound judgment and creating positive results.

Core Qualifications

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|-------------------------------------|------------------------------|
| *Benefits Administration/Payroll | *Employee Coaching/Mentoring |
| *Employee Relations | *Legal & Compliance issues |
| *HR policies and Procedures | *Worker's Compensation |
| *Team building/Morale | *Confidential Recordkeeping |
| *Recruiting | *Dispute Resolution |
| *Employee Development | *Disciplinary Procedures |
| *Harassment/Discrimination Training | *Safety Compliance |
| *Proactive problem solver | |

Experience

Director Human Resources Lynco Products-April 2015-Present

- Develop and administer various Human Resources plans and procedures for all company personnel.
- Develop and recommend policies and procedures, prepare and update employee handbook, benefits administration including FMLA and COBRA.
- File EEO-1 report annually; maintain other records and logs to conform to all regulations.
- Conduct recruiting efforts for exempt and non-exempt employees, new hire orientation and safety orientation.
- Handle employee relations, engagement, exit interviews, and improve overall communication through coaching and mentoring of supervisors and managers.
- Maintain company records in regards to training, and regulatory documentation.
- Communicate policy changes, throughout the company.
- Develop and implement all safety policies and procedures
- As a key member of strategic management, work with all departments to help complete key initiatives towards reaching overall company goals.

Human Resources Manager Family Dollar Distribution Center March 2012-April 2015

- Handle all Human Resources functions for 300+ employee Distribution Center
- Developed action plans for how department managers and area managers handle the new culture initiative. Handled all strategic initiatives from corporate.
- Handle weekly payroll for 300+ employees.
- Wellness Ambassador for new corporate wide Wellness Initiative
- Handle all corrective actions for all 3 shifts
- Developed action plan for success in leadership for all Department Managers and Area in the distribution center.
- Benefits open enrollment meetings
- Leadership training for all newly hired managers

Director Human Resources Servalite Products January 2006-July 2011

- Designed and implemented a successful New Hire Orientation program helping to reduce turnover and improve overall communications.
- Executed human resources initiatives to improve company's supervisory training, conflict/complaint resolutions which improved employee relationships and also provided clearer guidance for supervisors.
- By effectively implementing progressive discipline policies it reduced overall unemployment costs by providing guidance and support for supervisors and managers.
- Implemented safety program including safety committee to allow employees to have a say and to help recognize possible safety hazards.
- Established Sexual Harassment policy and procedures for managers and supervisors to create a harassment free workplace.
- Handled all Human Resources functions for 130 employees

Human Resources Manager Servalite Products 1993- 2006

- Came into the company undergoing growth, lacking in organizational effectiveness, and no established Human Resources policies or programs and built the Human Resources Department from the ground up to implement Human Resources policies, employee handbook, compliance and safety initiatives.
- Successfully implemented and administered attendance policy in turn improving overall productivity resulting in an increase in retention and efficiency.
- Implemented accident investigation program while effectively reducing overall worker's compensation cost.

Education

Marycrest College 1991

BA Business Administration/Management

Blackhawk College

Human Resources Certificate

*Strategic Business Management, Workplace Planning and Employment, Human Resource Development, Employee Relations and Risk Management

Professional Affiliations

Member Society Human Resources Management (SHRM)

Member of Great River Human Resources Association

Activities

Coached 4th, 5th, 6th, 7th, 8th grade boys basketball-St. Paul the Apostle School

4 year college basketball player

HR Consulting- Martin Bros. Inc. Transportation-Kewanee, Illinois 2011-Present