
Strategic Human Resources Leader | Change Champion | Trusted Business Partner

A seasoned HR professional with a strong record of progressive leadership and people management. I bring extensive experience across private, public, and non-profit sectors. I've partnered with corporate leadership to deliver targeted HR consulting, executive coaching, and strategic organizational change. Known for my approachable yet results-driven leadership style, I build trusted relationships across all levels of an organization. Passionate about driving innovation, aligning people strategies with business goals, and fostering inclusive cultures, positive energy, and integrity. I enthusiastically contribute fresh perspectives and measurable value to a forward-thinking team.

SKILLS & TECHNOLOGY

- HR Leadership & Strategy
- Union & Labor Relations
- Performance Management
- Compensation Strategy
- Employee Engagement
- Workforce Development
- Talent Acquisition
- Mergers & Acquisitions
- Training & Facilitation
- Leave Management
- Benefits Administration
- Succession Planning
- Change Management
- ADP Workforce Now
- Avature, iCIMS, Kronos,
- Oracle, Paylocity,
- TalentWise and Workday
- Budget & Financial Reporting
- General Accounting
- QuickBooks and Lawson
- Microsoft Office Applications

EDUCATION & CERTIFICATIONS

Master of Business Administration, <i>Saint Xavier University, Chicago</i>	2016
Bachelor of Science Technical Management, <i>DeVry University, Tinley Park</i>	2013
SHRM – Certified Professional #01708359	Current

PROFESSIONAL EXPERIENCE

Sr. Area Human Resources Business Partner 04/2024 – 02/2025
DHL Global Forwarding, Chicago, IL *Company restructuring resulted in job loss.*

Strategic partner to station managers at ten locations in the U.S. central region with 1000+ employees. Managed labor relations for union sites and all employee relations for 10 locations. Facilitator for certified training and DEI programs. Employee liaison for benefits and payroll escalated resolution.

Accomplishments:

- Exceeded target goal by 12% for registrations and utilization of the employee career platform.
- Increased the annual employee opinion survey completion rate for the region by 21%.
- Assisted in the design of a national workplace violence and sexual harassment prevention training.

Human Resources Management Consultant 09/2021 – 12/2023
Self-Employed / Small Business Owner

Provided small to mid-size businesses with HR management expertise and administrative services. Collaborated with senior leaders and key stakeholders to align HR strategies to organizational objectives.

- Compliance, Policy & Audit; Conducted assessments of existing HR practices. Audited hiring documents, employment verification (I9) files, and payroll processes. Created and updated HR policies, leave management processes. Strong knowledge of ADA, FMLA, EEOC and labor law.
- Workforce Management; Full-cycle recruiting, created job descriptions and completed onboarding. Employee relations, performance evaluations, and progressive discipline. Designed and facilitated training programs.

Adjunct Faculty Instructor (Part-time)

Roosevelt University, Chicago, IL

01/2023 – 12/2024

Saint Xavier University, Chicago, IL

08/2018 – 12/2022

Student instruction for the undergraduate business management program.

- Instruction: In-person, virtual, and online classroom. Utilized CANVAS learning platform.
- Courses: Human Resources Management, Employee Benefits, and Marketing.

Accomplishments:

- Saint Xavier; Received accolades for smooth transition to online instruction during the pandemic.

Corporate Director of Human Resources

Lapham-Hickey Steel, Bedford Park, IL

12/2018 – 09/2021

Started personal consulting business.

A senior leadership member overseeing 12 multi-state locations (some unionized), with 750+ employees. Collaborated with key stakeholders to develop and implement HR initiatives that improved employee engagement and organizational performance. Workforce planning, and contract negotiations for unionized locations. Ensured effective workforce transitions during mergers and acquisitions. Managed all HR functions and directed an HR team of eleven and one Benefits manager. Collaborated with the Director of Safety to create mitigation protocol during the pandemic. Completed specific training facilitated by CDC, OSHA, and achieved the IL. Mfg. Assn. Healthy Mfg. Certification.

Accomplishments:

- Benefits Plan Executive; Partnered with the CFO to reduce costs of the medical plan by 12% and ancillary plans by 14%. Improved the overall benefits package. Instituted a corporate health and wellness program which reduced costs by 18% through negotiation with the life insurance carrier.
- Systems Management; Collaborated with the CFO for platform optimization of the payroll module and the implementation of ESS (employee self-service) for ADP Workforce Now, reducing 40% of manual transactions. Added a benefits module with electronic benefits enrollment that increased department efficiencies by 24%.
- Strategic Initiatives; Designed an employee evaluation and performance management process. Created a company-wide employee survey which generated a 63% completion rate. Resulting in benefits carrier change.
- Talent Acquisition; Streamlined and standardized the application process through the workflow interface with job board postings resulting in 13% cost savings.

Director of Human Resources

Little Sisters of the Poor, Chicago, IL

10/2017 – 11/2018

Found new opportunity close to residence.

A senior leadership member of a non-profit, long-term, elderly convalescent health care facility and low-income apartments with 200+ employees. Managed all Human Resource functions including benefits and talent acquisition. Business partner to department directors for employee relations, performance management, and conflict resolution.

Accomplishments:

- Benefits Management; Successfully recuperated over \$25K in overpaid claims and inaccurate rosters. Centers for Medicare/Medicaid Services (CMS) reporting and auditing. Successfully increased the Home's reimbursement by 43% for eligible job roles.
- Payroll Management; Reduced overtime by 24% with the implementation of the ADP online platform, Kronos timekeeping, and in-service training of the operational management team.
- Safety Council Member; Partner with DePaul University and local elementary school for safe zones.

Human Resources Administration Manager

Aramark Corporation, Chicago, IL

03/2015 – 09/2017

Loss of contracts resulted in staff reduction.

A leadership team member for five business lines (Food Service, Housekeeping and Janitorial Service, Patient Transport, and Linen Service) at three hospitals (University of Chicago Hospitals, Christ Medical Center, and Baylor's Children Hospital) with 850+ employees. Managed all HR functions and initiatives while meeting site-specific goals. Special Audit Team member for JCO compliance.

Accomplishments:

- Leave Management; Audited leave claims for FMLA abuse. Streamlined the certification process with the client for compliance, resulting in 19% increase in operational efficiencies and strengthened client relationships.
- Talent Management & Acquisition; Restructured the interview process for faster hiring thereby reducing time-to-fill by 25 days.
- Recipient of the Silver and Copper levels of "Encore" recognition for exemplary performance.

AFFILIATIONS

Member, HR Hot Seat (Inclusive HR Professional Community)	2025
Board of Directors, DEIB Chair, <i>HRA of Great Oakbrook</i>	2021 – Current
Member, <i>Society of Human Resources Management</i>	2016 – Current
Panel Member, <i>Argo Community High School's Business Alliance Committee</i>	2018 – 2023
Business Alliance Council Committee Member, <i>Moraine Valley Community College</i>	2005 – 2009

Recommendation letters and professional references will gladly be provided upon request.