**AMANDA SEDARS**

4730 152nd Street, Urbandale, IA 50323

515.745.6760 • amandarae\_@hotmail.com

**EDUCATION**

**Chicago-Kent College of Law**, Chicago, IL

*Juris Doctor*, May 2007

**Iowa State University**, Ames, IA

*Bachelor of Science in Sociology and English*, w*ith distinction*, December 2003

Minor in Criminal Justice, Emphasis in Rhetoric

**CERTIFICATIONS**

**Society of Human Resources Management (SHRM)**

Society of Human Resources Management Certified Professional (SHRM-CP), January 2015

**HR Certification Institute (HRCI)**

Professional in Human Resources (PHR), December 2012

**PROFESSIONAL EXPERIENCE**

**Intoxalock,** Urbandale, IA

*Vice President, Human Resources,* August 2017 – present

* Strategically direct all human resources functions for a rapidly growing organization comprised currently of 360 employees in two geographical locations, including employee relations, legal/internal investigations, employee engagement, HR policies/practices, employee benefits, compensation, leaves administration, payroll, strategic sourcing and recruitment, organizational development, leadership coaching, and training.
* Design and implement new company values and standards of behavior with a goal of reducing employee turnover in key departments by 20% in a single year and increasing overall company engagement by double digits in 2018.

**UnityPoint Health – Des Moines,** Des Moines, IA

*Employee Relations Manager*, June 2013 – August 2017

* Oversaw human resource functions for a senior affiliate with 5,800 employees, 4 hospitals, and 3 physical locations in the areas of employee relations, employee engagement, risk management, talent acquisition, and disability and leave administration.
* Oversaw employee engagement survey implementation at the affiliate level, which saw a 5% increase in overall employee participation, and widespread increases in overall and individual question results in 2014. Within the HR department which traditionally already had very good engagement scores, led a team through a time of widespread change to realize more than 10 engagement questions with a 20-point increase, and more than 20 questions with at least a 10-point increase.
* Led the effort to successfully regionalize recruitment within the central Iowa region for the hospitals, homecare, and clinics (incumbent employee base of 8,650); provided input as part of a team that developed and delivered a recommendation to system-wide leadership on the regionalized recruitment model that has been fully implemented at all other affiliates within the nation’s fifth-largest non-denominational health system.
* Successfully transitioned the central Iowa region’s human resources functions of compensation, benefits, leaves administration, and payroll from a decentralized model to a system-wide shared services model.
* Led the effort to initiate and implement changes to the legacy applicant tracking system in order to allow for a return on investment calculation on the Lawson HRIS implementation, including allowing for the calculation of key metrics such as time to fill and applicant yield per requisition.
* Contributor and collaborator on the system-wide employee culture committee, and its subcommittee dedicated to the RFP process for selecting and implementing a new system-wide employee engagement survey vendor.

**Child*Serve*,** Johnston, IA

*Staff Relations Manager/HIPAA Privacy Officer*, February 2011 – June 2013

* Oversaw human resource functions for an organization with 1,200 employees and 22 physical locations in the areas of performance management, employee engagement, workplace planning and structure, risk management, total rewards, workers’ compensation, benefits, and wellness.
* Responsible for defining and leading major organizational strategic initiatives such as developing and implementing a talent management model; providing the vision, administration, and analysis of the employee engagement survey; and evaluating and improving organizational systems such as performance management.
* Led the effort to reduce organizational workers’ compensation costs through process improvement activities with the result being the lowest cost to the organization in five years.
* Conceptualized and designed participation-based wellness program and led multi-disciplinary implementation team with the end goals of receiving a national workplace wellness award, managing modifiable health care costs, and improving overall employee health and wellbeing.
* Briefly served as interim general counsel to the organization; consulted on matters of legal importance including but not limited to issues of workers’ compensation, unemployment, FMLA/ADA, HIPAA, OSHA.
* Conceptualized, designed, and implemented the first-ever organizational HIPAA policies, procedures, and auditing process.
* Led organizational response to HIPAA complaints, breaches, and/or investigations. Designed and implemented employee training on HIPAA to proactively ensure compliance.

*Homecare Manager/HIPAA Privacy Officer*, May 2008 – February 2011

* Improved the Homecare business from an annual loss in excess of $1 million to an annual profit that exceeded budgeted contribution.
* Led process improvement team that evaluated billing processes, thereby maximizing funding streams and increasing revenue by 10%.
* Coached, mentored, led and empowered 6 direct reports and 40 indirect reports through a culture transformation that resulted in a reduction of turnover from 97% to 30% and improved employee engagement scores from one of the lowest in the organization to meeting the organizational goal in a single fiscal year.

**Cartwright, Druker & Ryden,** Marshalltown, IA

*Associate Attorney*, September 2007 – May 2008

*Law Clerk*, July 2007 – September 2007

* Practiced law in the areas of insurance defense, employment law, family law, criminal law and probate.

**ADDITIONAL INFORMATION**

Iowa Hospital Association (IHA) Executive Academy, 2014-2015

Iowa Recognition for Performance Excellence (Baldrige) Examiner, Fall 2012; Examination Team Leader, Fall 2014 and 2015

Central Iowa Society for Human Resource Management (CISHRM) Board Member, Vice President - Legislative Action, 2015; Legislative Action Committee Member, 2014

*Affiliations*: Society for Human Resource Management (SHRM), Central Iowa SHRM (CISHRM)