

Gina Skinner-Thebo (PHR, SHRM-CP)

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Accomplished human resources professional with a consistent track record in leadership, building employee relations, risk management, training and operational efficiencies.

Versatile, creative, results-orientated professional with a strong track record of performance in human resources. Proven ability to develop relationships, manage operations in an efficient manner and deliver top-notch customer service. Highly skilled in employee relations and providing sound advice to all business units. Strong interpersonal skills, capable of working with diverse group of individuals and achieving beneficial outcomes.

Proven areas of expertise include:

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| ▪ Performance Management | ▪ Risk Management |
| ▪ Employee Relations | ▪ Compensation and Benefits Administration |
| ▪ Management Training | ▪ Leave Administration- FMLA, ADA |
| ▪ Recruitment, Selection and Retention | ▪ Workplace Drug Testing |
| ▪ Labor Relations | ▪ Talent Management |
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Human Resources Manager

(October 2018 to present)

B&G Foods/Tone's Spices

- Serves on executive team and ensures the organization's workforce planning and compliance with state and federal regulations
- Manages team of HR Professionals to effectively serve all Tone's Spices employees in an 800,000 square foot facility
- Responsible for all human resources functions; provide innovative support and solutions to internal and external customers
- Manages worker's compensation from start of claim to closure
- Actively participates in promoting safety culture and is a member of safety committee
- Coordinates with corporate office in New Jersey to ensure compliance and processes are met throughout all B&G locations nationwide
- Responsible for DOT compliance
- Ensures all drug testing is compliant with both state and federal regulations
- Drives employee engagement programs and measures overall employee satisfaction
- Effectively manages labor relations and negotiates contracts with union

Human Resources Business Partner

(July 2014-September 2018)

Aureon HR

- Managed employees; provide guidance, support and goal setting towards achieving personal, divisional and company goals through interactive performance management
- Responsible for all human resources functions within multiple states for top clients; provide innovative support and solutions to internal and external customers
- Assess current processes, policies and procedures and create consistency, stability and value for entire organization

Resume for Skinner-Thebo, continued

- Coordinate with executive management to ensure department budgets, competitive compensation plans and overall business goals are met
- Introduce new hires to organization after offer has been accepted, creating smooth onboarding process and interactive orientation to ensure retention and satisfaction
- Create a weekly email sent to 40+ managers every Friday that provides coaching tips, leadership ideas, motivational strategies and current compliance updates
- Manage turnover by evaluating current employee satisfaction through surveys and in-person interviews, reviewing the collected data and implementing change that makes sense for the organization
- Deliver training regarding compliance on an annual basis; continually evaluating changing laws and ensuring compliance
- Train management on compliance, harassment, discrimination and discipline
- Educate employees on open enrollment process/available benefits and 401K participation- participation in the 401K program has more than doubled since we started an aggressive campaign to increase enrollment
- Respond to employee complaints, conduct investigations when appropriate and resolve any issues
- Ensure that all organizational activities and operations are carried out in compliance with local, state and federal laws and regulations
- Provide consultation for disciplinary matters and assist in resolution

Regional Human Resources Generalist

(July 2008-July 2014)

Oldcastle Materials-Midwest Group

- Responsible for all human resources functions within a five-state region for eleven operating companies and over 1200 employees;
- Provided innovative support and solutions to internal and external customers
- Developed relationships across all levels and departments
- Traveled to dozens of sites annually to perform refresher training regarding compliance; issue up-to-date employee handbooks or revisions
- Trained supervisors annually on compliance, harassment, discrimination and discipline
- Handled employee complaints, conduct investigations when appropriate and resolve any issues
- Managed onboarding process for hundreds of new hires each year
- Managed employees; provide guidance, support and goal setting towards achieving personal, division and company goals
- Assessed current processes, policies and procedures and create consistency, stability and value for entire organization
- Ensured that all organizational activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices
- Managed proactive recruitment plan including participation in job fairs, traveled to multiple states to recruit in local communities
- Maintained labor relations with over 10 different collective bargaining units
- Provided consultation for disciplinary matters and assisted in resolution
- Assisted in management of DOT Compliance including company drug testing program

Barista

(August 2001-June 2012)

Starbucks Coffee Company

- Trained new hires and served as a learning coach
- Provided top-notch service to customers
- Continued to build brand/customer loyalty through speed of service and high quality products

HR Intern/Market Research

Ferrellgas

(September 2007-June 2008)

- Assisted in recruiting of entry level to senior leadership personnel
- Developed evaluation system for customer service specialists aimed at measuring performance
- Coached customer service personnel using system results
- Conveyed results and suggestions to all levels of management
- Conducted market research to guide pricing

Education

Park University

- B.A. Business Administration; emphasis in human resources and a minor in management
- Professional in Human Resources Certification-PHR (December 2012)

Leadership and Awards

- President of American Association of University Women student chapter at Park University
- Recipient of BRAVO Award from Starbucks Coffee Company for initiating recycling program
- Earned five Green Apron Awards through employee referral
- Member of Sigma Alpha Phi (National Society of Leadership and Success)

Membership

- T3 Champion Committee for Aureon
- Central Iowa SHRM Chapter
- National SHRM Member
- Member of Women's Leadership Group- Integrity Integrated
- Member of MOisson Breakfast Club for Women
- West Des Moines Leadership Academy Graduate 2017-2018
- Board Chair Elect- Dental Connections
- NAMI Spokesperson
- Founder of the Atwood Center for Women