



*PROFILE*

- Human Resources professional with experience in financial services and oil/gas industries. Ten years HR experience including employment support, new employee on-boarding, recruiting, training/mentoring, strategic planning, and project management
- Proven success in leadership, project management and collaboration
- Excellent communicator capable of developing & fostering business relationships with all levels across an organization

*EDUCATION*

PHR Certification, January 2008

Master's in Organizational Performance & Adult Learning, Drake University

~Emphasis in Human Resources and Leadership

Bachelor's in Business Management, William Penn University

*EXPERIENCE*

**Global Recruiting/HR Manager**, Compressor Controls Corporation, Urbandale, IA Feb. 2013 – Current

- Saved \$450,000 (45%) in outside recruitment costs in the first year
- Implemented HireVue (online & ondemand video interviewing)
- Manage vendor relationships and negotiation of placement contracts including preferred terms & conditions
- Responsible for all global recruitment activities across the organization including developing staffing strategies for current and future staffing needs
- Lead projects related to recruitment, assessments, training & development, and onboarding
- Utilize various technology to enhance the recruitment process (OnDemand interviews, sourcing tools, applicant tracking system, etc.)
- Consult with all levels of leadership on the develop of broad strategy and policies where there is a staffing impact
- Maintain relationships with HR and business management team to ensure staffing strategy aligns with business need

**Sr. Recruitment/Talent Consultant**, Principal Financial Group, Des Moines, IA Dec 2009 – Feb 2013

*Rotated back to HR*

- Areas of expertise include: Investments, IT, Accounting, Actuarial
- Regular communication with hiring leaders to discuss staffing needs and set expectations for hiring process.
- Focus on strategic planning and action items for strong business unit people results
- Source, screen, and hire internal and external candidates at various levels; non-exempt through director in various capacities across the organization
- Trainer for new and transferred employees into HR Recruiting, including revising curriculum
- Train new and experienced hiring leaders related to recruiting/interviewing process

**Project Manager**, Principal Financial Group, Des Moines, IA Dec 2008 – Dec 2009

*Rotation into the business from HR – working within the Corporate Project Office, specifically the Marketer Services & HR Project Offices. Focus on projects that provide service & support to Distribution & HR*

- Manage projects to successful completion, with time, quality, and cost constraints considered.
- Provide effective project management leadership through planning, organization, decision making, communication, and collaboration.
- Promote project management processes, communicate suggested improvements and utilize project scheduling tools effectively.

**Sr. Recruitment Consultant**, Principal Financial Group, Des Moines, IA

March 2006 – Dec 2008

- Area of expertise include: IT, HR, & general corporate positions
- Consistently ranked as a high performer, receiving top scores in the department from hiring leader & candidate surveys
- Regular communication with hiring leaders to discuss staffing needs and set expectations for hiring process.
- Source, screen, and hire internal and external candidates at various levels; non-exempt through director
- Active participant in strategic planning/recommendations with leader working groups on future state of career paths, salary planning, and talent rotation.
- Participate in networking events, campus and professional career fairs as well as diversity events as a representative of Principal Financial Group.
- Misc. projects for HR Recruiting Leadership team as needed (On-line recruiting manual, procedure documentation, parking strategy, intern on-boarding, 2007 HR United Way Co-Chair, Employee Opinion Survey Focus Group, etc.)
- Manage and maintain Principal IT Scholarship
- Leadership over campus recruiting team – focus on target schools for career fairs and Principal Day

**Staffing Specialist**, Principal Financial Group, Des Moines, IA

June 2004 – March 2006

- Assist Recruitment Consultants, Sr. Recruitment Consultants, & Recruiting Managers to schedule & coordinate interview process for qualified candidates. Generate candidate correspondence through interviewing process.
- Communication between applicants, recruiters, and hiring leaders.
- Coordinate on-boarding for new employees each week.

*Administrative Assistant, Principal Financial Group, Des Moines, IA*

*July 2001 – June 2004*

*Scheduling Coordinator, Sears Credit, West Des Moines, IA*

*October 1997-July 2001*

### *COMMUNITY INVOLVEMENT & LEADERSHIP*

**Board Member**, Norwalk Student Education Foundation (NSEF), Norwalk, IA

*Oct 2010 – current*

- Provide resources to enhance educational experiences and opportunities for the students in the Norwalk Schools.
- Participate in community and school events to raise awareness of the foundation
- Lead various fundraising efforts in order to fund afore mentioned resources