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# **SARA A. SCHULER, PHR**

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## **QUALIFICATION SUMMARY:**

- Exceptional communication and leadership skills in a variety of settings
- Proven initiative, persistence, strong work ethic, and desire to continually learn
- Eager to adapt to change in team and individual situations
- Long-term desire to maximize the performance and satisfaction in Human Resources

## **PROFESSIONAL EXPERIENCE:**

### **NATIONWIDE INSURANCE, Columbus, Ohio 2004-Present**

#### **HR Director – CSSS & Direct / NSS 11/09-Present**

- Provide consultative support to executive leadership teams
- Advise and coach associates and leaders on performance concerns
- Facilitate succession planning process
- Evaluate organizational architecture for efficiency and effectiveness
- Organize and direct diversity and inclusion activities

#### **HR Specialist—PCCS & DMRO, 1/06-10/09**

- Perform generalist activities for Project Team and Commercial Service Center
- Conduct 90 day post hire meetings and exit interviews
- Identify employment trends within Service Center Operations
- Guide and direct Recruiting Team on openings
- Participation in Diversity Recruiting Team between EA and IA Channels

#### **Recruiting Specialist—PCCS & NSS, 7/05-1/06**

- Develop recruitment for volume-based positions
- Expand innovative recruiting methods
- Enhance community and campus awareness of Allied/Nationwide Insurance
- Investigate employee relations issues with PCCS Project Team
- Facilitate discussion around talent planning, engagement, and Your Time.

#### **Sr. Recruiter—PCCS & NSS, 7/04-7/05**

- Source and interview prospective candidates for Service Operations area
- Work collaboratively with hiring managers to assess needs and hiring process
- Train associates and managers on competency-based interviewing techniques
- Lead for Des Moines-based campus recruiting
- Contributed in the hiring of 861 associates in 2005

### **BOSS & ASSOCIATES, Cedar Falls, Iowa 2003-2004**

#### **Placement Consultant/Recruiter (Virtual Office – North Dakota), 9/03-7/04**

#### **Recruiter (part-time), 2/03-5/03**

- Conduct competitive intelligence, research, executive networking, cold calling, and executive referrals to improve candidate hiring and retention
- Identified, interviewed, assessed, and placed candidates within client companies
- Prospect new client relationships
- Counsel clients on interviewing techniques and effective hiring processes
- Negotiate with client and candidate on compensation and benefits

**UNIVERSITY OF NORTHERN IOWA, Cedar Falls, Iowa 2001-2003**

**Admissions Counselor/Telecounseling Supervisor, 9/01-7/03**

- Recruit prospective students through open communication
- Hire and train student employees
- Oversee telecounseling team and conduct performance appraisals
- Manage employment budget through fiscal cutbacks
- Co-advise group of 50 Student Alumni Ambassadors
- Develop weekly, monthly, and yearly reports for Director of Admissions
- Presenter in 2002 & 2003 for Noel-Levitz Consulting on effective hiring, training, and managing of student employees at annual conference

**PELLA CORPORATION, Pella, Iowa 2000-2001**

**Department Manager, 5/01-9/01**

- Motivate and lead a team of approximately 30 employees in achieving production goals and career objectives of employees
- Conduct employee evaluations
- Resolve employee disciplinary situations
- Maintain and evaluate staffing and budgetary items
- Lead safety meetings and increase efficiency of production

**Staffing Co-op, 7/00-1/01**

- Organize all recruiting activities on college campuses for entire corporation
- Assist in filtering resumes and interviewing candidates
- Work closely with Career Centers on mock interviewing sessions and sponsorship opportunities
- Pella Corporation Grant Award Winner (\$5,000) for exemplary performance

**EDUCATION:**

**UNIVERSITY OF NORTHERN IOWA, Cedar Falls, Iowa**

BA degree - Management: Human Resources Emphasis

Minor: Spanish. Graduation: May, 2001

Professional in Human Resources (PHR) Certification—June 2012

**COMMUNITY  
INVOLVEMENT:**

- Board Vice President, Hawthorn Hill – New Directions Shelter & Home Connection
- St. Francis of Assisi Church & School – Various Volunteer Committees
- Grand View University Graduate and Adult Advisory Council member
- Daisy Girl Scout Troop Volunteer
- Little Flowers Girls Club Volunteer
- Christian Foundation for Children and Aging (CFCA) Volunteer
- United Way Volunteer
- Urbandale Civil Service Commission (2010 – 2012)
- Junior League of Des Moines (2005 – 2009)