***Chelsea Morrison*** *812-592-5527*

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| Human Resource Professional |
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| A positively engaged highly analytical and process driven HR professional with over 12 years of proven and effective leadership skills and a broad working knowledge of human resources including HRIS, employee engagement, full cycle recruiting, training and development, federal/state laws and regulations, compensation and benefits, performance management systems, community partnerships, and strategic business planning. |
| Professional Experience |
| **Human Resources Contractor**  (*Various industries/companies*)   March 2020-Present   * Oversaw three implementations and integrations of a new payroll/time attendance system from Kronos to ADP and ADP to Paycor; (Two different contracts). Engaged in entire project including back end portal set up, on-site testing, extensive auditing and imports, and conversion of payroll codes * Led update efforts and training for UltiPro/UKG in ATS, Payroll, and Attendance tracking. Onsite SME for the entire HRIS system. * Lead auditing efforts in another country (Belgium) and successfully identified over $13,000 in benefits that were lost; provided steps towards both recovery and preventing future losses. * Recruit and identify organic advertising for Tier 1 automotive plants located in IN, KY, TN, MS, and AL. * Total employee count of over 2,500 with over 200 positions to fill based on awarded contract growth and demand * Data analysis and interpretation of daily movement for hiring progression * Creation of intricate Excel spreadsheet to gather, track, and streamline data in live format * Assessment of plant safety/OSHA compliance. Created bi-weekly safety communications and implemented a new knife safety program; reducing monthly work injuries (Cuts) by half after 4 weeks. * Actively engage with a 700+ employee site as first point of contact for various facades of HR * Led covid-19 efforts in communication, execution, and best practices alongside 3 area counties within industry * Conducted investigations via compliance hotline and during time spent on manufacturing/production floor * Administer of Short-Term Incentive Bonus; analysis of pay equity in line with annual forecasted budget * Created over 15 unique policy and practices post acquisition; in line with current state and federal compliance laws and regulations. * Lead Performance Management HRIS structure and reporting/follow through with front line leadership * Led new hire orientation human resource functions * Assisted in recruiting efforts utilizing environment scans * Created training sessions and pathways for team leads and production supervisors   Hilex Poly, A Novolex Brand Oct. 2018-Mar. 2020 **Field HR Manager**  Responsibilities**:**   * Multi-site (multi-state) Human Resource Manager of 24/7 facilities; first point of interaction for over 450 employees * Strategic business partner aligning with multiple locations; daily touch points on KPI’s and real time targets * Maintain 95% staffing in each location; reduced turnover by 70% * Creation of community awareness and rebranding to become employer of choice for the communities * Leads talent acquisition by creating new partnerships; D.O.C.; V.O.C., and area high school * Annualized savings of over $155,000 with D.O.C. program * Creation of retention programs; (500 cube, referral bonus, competitor bonus) and conducted area total rewards analysis * Leads a highly engaged workforce through various communication facades; i.e. weekly roundtables, monthly plant wide communication meetings * Creation of new pilot attendance policy; reduction of absenteeism by 55% within first quarter of implementation * Utilization of new technologies for communication; Kronos timeclock, social media, plant wide monitors * Annual budget and forecast analysis and realignment of strategies based on production and performance needs; calculation of daily labor budget spends * Charged with ensuring compliance of federal, state, local, and company policies. * Manage HRIS system tools; Kronos timekeeping, Etime, Success Factors, ADP * Serve on compliance committee, finance committee, Women in Manufacturing, and key presenter of Lean Six Sigma Project 2019. * Investigate claims (EEOC, unemployment, harassment) and support in house counsel   Martinrea (North Vernon Fluids Division) May 2017-Oct 2018 **HR Generalist/Recruiter**  Responsibilities:   * Champion of Direct Hiring Initiative and Implementation utilizing various facades of recruiting methods i.e. utilization of small town newspaper advertising, surrounding county billboards, yard sign distribution driven by employee involvement, open interviews bi-monthly (70% retention rate), and online traffic. * 72% retention rate YTD of Direct Hires * Developed new applicant qualifier methods; obtaining a higher quality of employees * Utilization of lean problem solving methodologies i.e. A3, Fishbone, 5Y; to understand root cause for turnover and absenteeism and action items based on results. * Daily analytical reporting for operational meetings through newly implemented tracking systems; understanding current plant manning conditions vs. forecasted budget in comparison to sales. Reporting headcount and turnover against plant KPI’s and action items as needed. * 74% on time completion by supervisors for performance evaluations and lead operator program after implementing new tracking and accountability processes. * 83% improvement of corrective actions discipline for attendance. * Lead investigator for conducting investigations and claims * Key role in creation and implementation of new attendance policy. * HR support for all shifts; providing members of staff with information and suggestions for improvement/streamlining of processes.   CyberMetrix October 2013 - July 2016 **Human Resource & Facilities Manager**  Responsibilities:   * $23,000 monthly savings by removing the use of 3rd party recruiting firms. Brought full cycle recruiting in house. * Modified new hire process, reduced turnover to below 5% monthly. * 85% return rate of interns. * Created succession plans for each department; developed training and exposures for successors. * Full cycle vendor and supplier services: selection, invoice approvals, AR/AP. * Championed safety for 2 facilities, ensuring OSHA compliance, and conducting bimonthly walkthroughs. * Assisted Accounting with payroll services and processing for 50+ employees (both national and international); converting USD to local international currencies, utilizing QuickBooks, Microsoft Excel, and in house software for tracking and reporting. * Sales configuration and billing for over 65 customer projects weekly (Cummins, Echo, John Deere); expense reporting, earned value, and tech time. * Conduct crisis interventions, employee conflict resolution and investigations providing appropriate guidance. Work with company attorney as necessary. Ensure due diligence * Design/update job descriptions, created companywide pay scale for all locations, benchmarking. Wrote HR articles for company newsletter. * On boarding, orientations, probationary reviews, annual reviews. Employee Handbook maintenance. Proficient with numerous software applications. Career pathways introduced, job enrichment and enlargement.   Jay C Foods Stores, Seymour, IN  August 2010-October 2013  **Human Resource Manager**  Responsibilities:   * Championed Cultural Councils in 43 stores promoting communication and engagement. * Professional recruitment for division. Provided support to store recruitment and new area markets for Ruler Divisions. * Developed 2 administrative assistants into an HR Generalist and a Training Coordinator for the HR dept. * Weekly analyses dashboards by store reporting turnover, diversity rating, training completion, FT/PT ratios, labor hours, 30 day new hire calls, LOA, OT hours, etc. * Created Physical Demand Analysis for all hourly positions in a 6 month time frame. * Organized training seminars for hourly and management team members (100% of leadership successfully completed training). * Met and negotiated with multiple vendors to determine and negotiate best prices and value for team wear and PPE. * Oversaw annual open enrollment for insurance by scheduling health screening appointments and assisting in the technological aspect of enrolling multiple team members. * Processed unemployment claims for currently and previous employees (98% success rate in our favor through proper documentation and timely responses). * Assisted Risk Dept. in Workers Compensation Claims and Investigations. * Assisted in 2 EEOC claims |
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| Education |
| Indiana Wesleyan University, Marion, IN  **Bachelor of Science, Business Management**  (Human Resource Specialization)/Biology Minor  Indiana Wesleyan University, Marion, IN  **Master of Science, Human Resource Management** |