

George P. Allen, PHR

962 University Ave., Anselmo, NE 68813
Phone: 402/555-7301 • Cell: 402/555-4392 • E-mail: gpollen@comcast.net

Senior Human Resources Director

Enriching staff while meeting corporate objectives

Areas of Expertise

- ♦ Recruitment
- ♦ Retention Strategies
- ♦ Employee Relations
- ♦ Staff Development
- ♦ Discipline Issues
- ♦ Dispute Resolution
- ♦ Employee Grievance Systems
- ♦ EEO Grievance Investigations and Resolutions
- ♦ Training Programs
- ♦ Train-the-Trainer Programs
- ♦ Transportation Programs
- ♦ Interviewing
- ♦ Orientation Sessions
- ♦ Policy & Procedure Development
- ♦ Personnel Handbook
- ♦ Personnel Management

Professional Experience

HR Manager, Thought Management Thinkers, Ltd., Ansley, NE, 2005 to present

- ♦ Managed employee relations, staffing, payroll, benefits, workers compensation, unemployment, and safety for 23-year-old multi-unit catering and restaurant-management company with 450 employees.
- ♦ Played key role as member of Strategic Planning Team; helped create corporate vision and goals.
- ♦ Managed Human Resources Department operations.
- ♦ Delighted management and employees by redesigning job descriptions, using a “Vision for Success” statement to illustrate successful job performance.
- ♦ Improved communication and morale by coaching and counseling employees and managers on recruiting, performance management, and disciplinary issues.
- ♦ Reduced company’s liability by implementing fair, progressive discipline.
- ♦ Created and implemented system to investigate and resolve internal discrimination and harassment complaints.
- ♦ Changed employee behavior by developing and engaging participants in formal and informal training on interviewing skills, performance reviews, supervisory skills, dress for success, and safety.
- ♦ Initiated and wrote monthly employee newsletter, creating service-driven teamwork environment by including inspiring customer-service “WOW” stories.
- ♦ Ensured compliance with DOL, OSHA, ADA, HIPAA, FMLA, EEOC, and COBRA labor laws.
- ♦ Updated Employee Handbook; wrote and implemented policies and procedures for smooth business operations.
- ♦ Served as member of Safety Advisory Board for workers compensation carrier.

Human Resources Generalist, Gemstones of the World, Inc., Arnold, NE, 2002 to 2005

- ♦ Administered benefits plans, FMLA, recruiting, employee relations, and ESL Literacy Grant Programs for jewelry manufacturer with 300 employees.
- ♦ Increased new-employee retention rate by 30 percent and improved morale by developing Gemstone 101 cross-training orientation programs that attracted high achieving employees.
- ♦ Coached and counseled employees and managers on employee-relations matters.

Administrator, Employee Relations, Kearney Public School District, Kearny, NE, 1999 to 2002

- ♦ Interpreted policy and applied federal and state laws to various employee-relations issues.
- ♦ Advised managers and supervisors on such employment topics as FMLA, ADA and FLSA.
- ♦ Reduced unemployment claims losses by 5 percent and successfully represented district in 18 of 22 EEOC complaints during tenure.
- ♦ Developed and delivered training programs to management and staff on issues such as sexual harassment, safety, disability awareness and legal hiring/termination practices.
- ♦ Obtained factual information concerning employee/management inquiries and/or complaints.
- ♦ Coordinated employee transfers and exit interviews and provided recommendations for corrective action; assisted and advised management on formal discipline or termination of employees.
- ♦ Represented District in unemployment claims hearings and submitted first responses addressing formal EEOC complaints

Ombudsman/Recruiter-Staffer, *Kearney Public School District*, Kearny, NE, 1997 to 2001

- ◆ Investigated allegations of discrimination, sexual harassment, and unfair employment practices.
- ◆ Conducted district-wide training in sexual harassment, diversity and sensitivity.
- ◆ Visited college campuses to screen and interview prospective math, science, and language arts teachers.
- ◆ Submitted application packages and recommendations to principals for employment consideration.
- ◆ Reduced reported sexual harassment complaints by 10 percent during tenure.
- ◆ Successfully filled vacancies on all assigned campuses during tenure.
- ◆ Increased minority representation of teachers in 80 percent of assigned campuses.

Education

- ◆ *Master of Science in Human Resources*, University of Nebraska, Omaha, NE, 2000
- ◆ *Bachelor of Science in Psychology/Statistical Inferences*, Oregon State University, Corvallis, OR, 1977
- ◆ *Certified Public School Administrator*, Education Service Center, Region XI, Fort Worth, TX, 2000

Professional Affiliations

- ◆ Member, International Coach Federation (ICF), 2006 to present
- ◆ Member, Society for Human Resource Management (SHRM), 1999 to present
- ◆ Member, Human Resources Management Association of Nebraska (HRMAN), 2000 to present
- ◆ Member, American Society for Training and Development (ASTD), 1999 to 2005

