

## PROFILE

Versatile Business Professional experience in both operational and manufacturing environments with expertise in Strategic Management, Employee Relations and Engagement. Recognized for exceptional communication at all levels of the organization, influence, goal orientation, and tenacious pursuit of priorities to help support the overall mission

## Research Career Interest

My interests include research and education management, international business along with organizational leadership. I am specifically interested in the research, leadership development and the work-life family balance. Work schedules and flexible work arrangements (e.g. telecommuting, flexwork), Work-family conflict, Dual career couples and work-family decision-making, and diversity and inclusion in the workplace.

## EDUCATION

### **Master of Human Resources and Labor Relations-Human Resources**

- *Michigan State University, MI December 2013 G.P.A-3.6*

### **Master of Business Administration – Management Consulting**

- *Central Michigan University, MI December 2010 G.P.A 3.4*

### **Bachelor of Business Administration -Business Management**

- *Jackson State University, MS-May 2006 G.P.A. 3.1*

## KEY COMPETENCIES:

<i>Office Skills:</i>	Office Management	Payroll/Human Resources
	Records Management	Event Management
	Database Administration	Calendaring
	PowerPoint Presentations	Customer Service
	MS 2013 Word/Excel/PP	BERT-Boeing Enterprise Reporting Tool
<i>Computer Skills:</i>	MS 2013 Outlook	DMT-Department Mapping Tool
	MS Publisher	TotalAccess
	Lync Meeting	HRMS-HR Management System
		EITS-Employee Issue Tracking System

## WORK EXPERIENCE

### **Human Resources Generalist 4/2014-Current**

*The Boeing Company, Huntsville, AL.*

As a partner with managers and HR central functions, I am responsible and accountable to:

- Partner with managers to implement key HR initiatives and processes
- Foster employee engagement, which also include Resolving employee issues and promoting employee advocacy
- Provide guidance on HR Policies, Processes, and Procedures
- Generate data and perform initial analyses on employee data analytics
- Analyze data and identify trends on workforce needs and development
- Develop and drive solutions that impact decision making of the overall business

**Graduate Human Resources Internship 6/2012-8/2012**

*Intel Corporation, Chandler, AZ.*

Graduate Intern for the Global Employee Support Department

- Responsible for creating training documentation and also making sure that material is standardized by corporate standards.
- Helping with the creation of Intel's Virtual Agent. A ground breaking human resources tool to help employees quickly access valuable personal information.
- Responsible for standardizing scripting information, in particular: relocation training materials and intelligent-virtual-agent (Ivy) training material.

**Graduate Research Assistant, 08/2007 - 12/2010**

*Central Michigan University, Mount Pleasant, MI.*

Graduate Assistant for the Management Department. Served under the department chair and two different individual professors. Research topics included Human Resources Practices and Compensation in higher education.

- Assisted Professors with instructional responsibilities.
- Co-Taught classes with Professors. Classes included: Intro to Human Resource Management (MGT 320) and Introduction to Management (MGT 312).
- Co-Taught classes with Professors. Classes included: Intro to Human Resource Management, and Introduction to Management.
- Prepared and Graded Exams-kept track of over 150 student's grade database.

**Management Courses Taught/Co-taught:**

- 2007-2010 Mgt. 312-Intro to Management  
Introduction to the concepts, techniques, and processes of management as they pertain to business and other organizations.
- 2009-2011 Mgt. 320 Human Resources Management  
Examines process for providing and maintaining productive human resources in an organization. Includes recruitment, selection, training, performance appraisal, compensation, labor relations, and health and safety. This course may be offered in an online or hybrid format.