

EXPERIENCE

Greenville Technical College, Greenville, SC

Benefits Consultant II

(5/22 – present)

- Responsible for the administration of State government insurance and retirement benefit plans acting as liaison between PEBA (Public Employer Benefit Association) and the 700+ full-time employees and over 300 Adjunct faculty.
- Ensure accuracy of monthly payroll and all deduction elections for all employees (full- and part-time) working directly with the Payroll department.
- Conduct Employee Benefit training programs during annual Open Enrollment, process all HRIS system changes required at the College administrative level, coordinating changes with PEBA and HRIS payroll processing on-time with complete accuracy.
- Working with Anthology team in the transition to a new HRIS system college-wide with expected rollout in 2024.
- Recognized at President's Cabinet meeting for work completed for VP Student Services at her Leadership Retreat regarding EAP benefits, potential uses within the organization and related to Change Management.

The AFTER School Academy (a registered nonprofit of SC)

Founder and Executive Director

(2003 – 3/2022)

- Structured an Out of School Learning program specifically for teens aged 13-19 with the purpose of focusing on experiential learning programs that promote self-determination, career discernment and social-emotional learning in preparation for workplace success.
- Individual coaching, small group programs, and summer intensive programs for middle and high school students which included writing instructional programming, facilitating local employer relationships, and partnerships with the County Parks & Recreation officials as well as other duties associated with running a nonprofit business.
- During this time period attended the University of Pittsburgh School of Education and obtained a Doctorate in Learning Science and Policy.

St. Peter's Catholic School, Columbia, SC

Part-time After School Program Leader

(2019-20 School year)

Community and School Volunteer at the Elementary, Middle and High School Level serving on the School Improvement Committee (elected position)

(2003 – 2018)

Krispy Kreme Doughnut Corp., Winston-Salem, NC

Director, Compensation & Benefits

(12/01 – 1/03: hired in 8th month of pregnancy with second child)

- Provided leadership and consultation on all compensation matters to the Executive Leadership and Field Management as well as Corporate Payroll staff. Hired to transition the company after IPO and prepare for public annual reporting requirements and proxy compensation statements.
- Implementation of HIPAA regulations ensuring compliance. Identified budget variances from prior year and transitioned organization to compliance with a re-structured Comp/Ben budget process.
- Worked directly with Benefits Consulting firm in the costing and design of benefit programs for upcoming plan year. Identified areas needing attention for compliance and recordkeeping.
- Leadership to a staff of two benefits administrators, two part-time clerks, and interface with Payroll for compensation processing and HRIS for reporting and company analysis.

Victoria's Secret Stores, IBI/Limited, Inc, Reynoldsburg, OH

Manager, Compensation & Benefits

(1/00 – 12/01: three holiday seasons)

- Ensured global compensation practices supported the business strategies and were aligned with enterprise wide compensation philosophies and strategies for the Home Office, Stores (950+) and DC operations. Worked directly with the CEO and direct reports to implement compensation plans.
- Provided leadership and consultation on all compensation matters to the Executive Leadership, Department Directors and Field Regional Directors in a customer-focused environment. Worked with Limited, Inc. compensation personnel to facilitate Limited, Inc. aggregate compensation analysis and policy design.

- Responsible for design, implementation, and administration of Compensation, Benefits, and Performance Management programs and policies that aligned rewards with critical organizational initiatives and individual performance.
- Leadership of a Compensation & Benefits team of four and functional support to VP HR, VP HR Stores and Department Directors and Peers.

Wachovia Operational Services Center, Wachovia Bank, Columbia, SC

Assistant Vice President Human Resources

(6/98 – 1/00: hired in 8th month of pregnancy with first child)

- Leadership of a Human Resources team of three supporting a banking operations site of approximately 600 employees reporting to the site senior executive and matrix to Division HR out-of-state.
- Partnered with senior management to successfully achieve business objectives, plan and implement key HR strategic change initiatives, and maintain positive employee relations and morale during bank merger.
- Responsibilities included problem resolution, government compliance, change management, compensation and performance management, staffing, and employee development, diversity and work/life initiatives.

Cutler-Hammer, Eaton Corporation, Sumter, SC

Human Resources Supervisor

(9/94 – 6/98)

- Accountable for all Human Resources functions of a non-union, team-oriented electrical distribution and control manufacturing facility with over 600 employees reporting to a Plant HR Manager. Employee relations, employment, compensation and benefits administration, training, affirmative action, and special projects with facility-wide impact.
- Design and development of monthly employee newsletter achieving recognition by Eaton Communications department.
- Projects: Production staffing for a plant expansion; design of functionally-oriented skills assessment; promotional program for production to technician positions; design and development of a plant-wide performance appraisal system; design and implementation of a peer interview program; and transition to an all salaried workforce supporting the team culture; Design/Write/Edit a new plant newsletter/ *Dimensions*: Achieved Corporate recognition for two years.

Westinghouse Electric Corporation, Pittsburgh, PA

Manager, Executive Compensation Management

(7/92 - 8/94)

- Corporate-wide compensation consulting at all organization levels providing direction and support to designated Business Unit HR and Compensation Directors. Conducted compensation training in-house to Business Unit HR Managers, Compensation Analysts, and others based on CCP standards of practice.
- Accountable for top Executive compensation planning and survey data analysis.
- Performed Executive and Management position evaluations.
- Prepared material for presentation to the Management Compensation Policy Committee of the Board of Directors.
- Prepared Proxy Executive Compensation Tables and Annual Report footnotes.
- Conducted Board of Directors' Compensation analysis and made recommendations.
- Interfaced cross-functionally with the Legal and Finance departments on program design and impact analysis of new government regulations in executive compensation.
- Project lead for the Corporate Annual Incentive Program across all Business Units corporate-wide.
- Conducted and prepared material for government auditing information exchanges with the Defense Contract Audit Agency.

Westinghouse Commercial Nuclear Fuel Division, Columbia, SC

1988 Malcolm Baldrige Award Winning Facility

Twice promoted, Senior Human Resources Representative

(10/87 - 7/92)

- Interpreted policy and procedure guidelines as related to all aspects of employment and employee relations for a facility of approximately 1000+ employees. Required full knowledge of applicable Federal and State legislation.
- Conducted monthly supervisory meetings to advise and counsel management on tools for effective employee relations and explore areas of policy re-development.
- Accountable for design and administration of nonexempt pay programs, job evaluations and description writing ensuring compliance with FLSA and ADA requirements.
- Developed programs with facility-wide impact such as Skill-Based Pay and Performance, Broad Jobs Design, Peer Performance Reviews, Eldercare, and others.
- Responsible for Recruiting, EEO/AA administration and training, and Affirmative Action Plan preparation.

- Coordinated an on-site OFCCP audit with the EEOC Compliance Officer, which lead to a "no-findings/ full compliance" letter.
- EEO contact for complaint investigation, resolution and interface with local Human Affairs Commission.
- Facilitator for HR related projects and cross-functional teams.

Westinghouse Electric Corporation, Pittsburgh, PA
Associate, Human Resources Development Program
(6/86 - 10/87)

- Performed project work covering all major functional areas of Human Resources while completing rotational assignments through various levels of the Corporation and across businesses.
- Locations included: Corporate Headquarters, Power Systems Business Unit (Size: 12 Divisions, 5600+ ees), Major Mechanical/Electrical Services Division (Size: 21 Repair Plants and 9 Subsidiary Operations throughout the United States, 1800+ ees), St. Louis Transformer and Service Plant (Size: 200+ ees).

HAY Associates, Inc., Philadelphia, PA
Survey Analyst
(4/85 - 9/85)

- Statistical analysis of client executive compensation data for inclusion in the Industrial, Financial, and Blue Cross/Shield ECC surveys

EDUCATION

EdD, University of Pittsburgh, August 2020, Pittsburgh, PA
Learning Sciences and Policy: Out of School Learning

MBA, Drexel University, 1986, Philadelphia, PA
Concentration: Human Resources Management with additional coursework in Finance

BS, cum laude, University of Pittsburgh, 1984, Pittsburgh, PA
Majors: Business and Psychology Minor: Economics

Certified Compensation Professional (CCP), American Compensation Association, 8/91-present
Senior Professional in Human Resources (SPHR), Society for Human Resources Management, Life Certified
Certified Zenger-Miller Facilitator, (Team Engagement training) Zenger-Miller/Achieve Global, 7/95-present.

HONORS AND ASSOCIATIONS

- Dean's List and Financial Scholarship Awards, various semesters through EdD
- Vice-President, Sumter Human Resources Management Association, 1994-1998
- Vice-Chair, South Carolina State Level JSEC, Job Service Employer Committee, 1997-1/00
- Advisory Board Member Sumter Co., FAMS, Ford Academy of Manufacturing Sciences, 1997-1998
- SC School District Two (Sumter County), Strategic Planning Committee Member, 1997
- Compensation and Benefits Association of the Midlands, Past VP and Founding Member, 1989-92; 96-2000
- Member, World at Work (formerly, American Compensation Association)
- Member, Society for Human Resources Management
- South Carolina Commission on Aging, Business representative on statewide committees on eldercare policy development and community partnerships, 1989-92
- TWIN Honoree Award, Columbia, SC Chapter YWCA, 1991
- Graduate Assistant, Drexel University, Full Scholarship; 1984-86

REFERENCES

- Completed a full FBI investigation for hire and placement at Wachovia.
Successful in passing any and all drug/alcohol screens at any time.
Citizen of the United States of America, No Veterans Preference or eligibility
- Available upon request