

JANET MCMAHAN, MS, SPHR

**Human Resources Professional - Director of Human Resources**

**Employee Relations Manager - Labor Interface/Arbitra**

*HR logistics for high-volume companies with 300 to 24,000 contract negotiations, recruitment and retention initiatives, compliance.*

Core human resources and department administrator/manager planning, administration, and alignment of personnel and or all of hourly, salary, union and/or non-union employee employee relations and benefits hearings, tapping into a mediation skills. Senior-level professional who leads all st performance analysis and employee relations to department recruitment/retention.

Lengthy record of cutting bottom-line costs **saving an estimated \$1,000,000** through information management, systems implementation, program development/implementation, sourcing/negotiating for competitive pricing, risk/claims management, corporate defense and operational improvement opportunities.

**RÉSUMÉ TO REFERRAL...**

*Résumé and Career Services*

© 2008, All Rights Reserved, Teena Rose  
Call Teena today at (937) 325-2149, for a high-quality resume and cover letter. Ask about the additional job-search assistance available.

**Education & Certifications**

**Certificate - Human Resources Management**

**Master of Science**, Philadelphia University, Philadelphia, PA

**Bachelor of Science**, Philadelphia University, Philadelphia, PA

**Senior Professional in Human Resources (SPHR) #00492450**

**Certified Industrial Hygienist (CIH) - Certified Safety Professional (CSP)**

Instructional Designer - Langevin Learning Services

Securities, Series 6 and 63 (NASD), Insurance: Life, Health, Variable Annuities

**HR Management Skills & Experience**

- **Scope of Hiring** — Oversee complete employee details for administration to senior management roles; hiring, training, and coaching to processing terminations and conducting exit interviews.
- **Claims Administration** — Monitored and approved STD, LTD, FMLA, and workers' compensation claims; consulted with Federal and State Department of Labor and insurance companies, addressing the validity of pending claims while addressing any open issues.
- **Business Planning** — Integrated and upgraded business-planning phases; i.e. outlining policy/program development, staffing needs, departmental infrastructure, constituent needs, new technologies, and department strategies.
- **Department Management** — Supervised direct and indirect personnel (18 managers and administrators) responsible for benefits, payroll, occupational health, safety and administration.
- **Efficiency Improvements/Cost Savings** — Saved an estimated \$100,000 each year by implementing operational improvements, work procedures, proactive and defensive policies and programs, information management systems; improving utilization of HRIS and facilitating changeover and optimization of new HRIS; contesting and managing claims including deposition and expert witness testimony.
- **Applicant Tracking** — Implemented applicant tracking system designed to collect, research, and report data for EEO reporting and AAP maintenance. Developed and implemented a database to evaluate candidates.
- **Full-Cycle Recruiting** — Courted and "cherry picked" top personnel, which encompassed temporary and permanent visa sponsorship (immigration processing), relocation negotiations/agreement administration, and directing the entire hiring process — from prescreening and background checks to interviewing and orientation. Increased diversity of qualified candidate and new-hire pools.

- **Salary Negotiations & Employee Compensation** — Specified comparable salary packages and conducted compensation analyses, including bonuses, pensions, annual increases, and other perks based on demographics, skill level, and external compensation factors in order to attract and retain best candidates. Analyzed and compared defined benefit and defined contribution plans, variable annuities, life and health policies. Benchmarked benefit offerings for competitiveness.
- **Development** — Conceptualized, developed, and integrated new and advanced training for union/non-union, technical, and management personnel. Developed needs based curricula, directed and delivered training on key topics, such as health and safety, substance abuse, employee relations, problem resolution, sexual harassment, EEO, HR policy, performance management, succession planning, orientation, benefits, line of business to all organizational employee levels.
- **Contract Negotiations** — Competitively sourced and managed contracts with third party service providers/vendors.
- **Financial Administration** — Managed departmental budgets as well as capital and equipment expenditures, ensuring to audit and scrutinize expenses to maintain a lean operation.
- **Government Compliance** — Ensured compliance with federal and local requirements including DOL, FLSA, FRA, EPA, OSHA AAQB, DER, and DEPE; interfaced with agencies at all levels

**Professional Career**

**Director, Human Resources** • Employer Confidential, City, State • **2003 – 2006**  
*(International manufacturing, engineering design, construction and aftermarket service provider of equipment and components that control and prevent air pollution.)*

**Consultant** • Employer Confidential, City, State • **1999 – 2003**  
*(Service to chemical manufacturing, telecommunications, transportation, consumer goods distribution and storage, government, insurance and real estate management industries.)*

**Director** • Employer Confidential, City, State • **1994 – 1999**  
*(Railroad involved in freight transport, heavy manufacturing/remanufacturing of locomotives, railcar repair, telecommunications infrastructure installation and maintenance and real estate management.)*

**Regional Representative** • Employer Confidential, City, State • **1990 – 1994**  
*(Construction, on-site plant operations and maintenance, superfund remediation.)*

**Industrial Hygienist/Waste Manager** • Employer Confidential, City, State • **1988 – 1990**  
*(Manufacturing, on-site plant operations and maintenance.)*

**Tools**

HRIS, ADP Payroll/HR Profile, ReportSmith, CheckPointHR, MS Access, Excel, Word, PowerPoint, Visio, dBase, Paradox, and Kellersoft

**Public Speaking**

**National Conference Presentations** • AIHCE, NAPM • 1997, 2004, 2005, 2006