

PEGGY SCHNEIDER

██████████ Milwaukee, WI 53215 • ██████████ ██████████

Professional Summary

Accomplished HR professional with a proven track record at Milwaukee County, adept in workforce planning and dispute mediation. Leveraged HRIS systems and coaching leadership to align HR initiatives with organizational goals, significantly enhancing internal communications and employee relations. Expert in navigating complex employee issues to foster a positive work environment.

Skills

- Employee relations
- Workforce planning
- Dispute mediation
- Problem-solving
- HRIS systems
- Internal communications
- Job analysis
- Coaching leadership

Work History

HR Business Partner, 09/2015 to 02/2023

Milwaukee County – Milwaukee, WI

- Managed conflict resolution processes to maintain a positive work environment and resolve employee disputes effectively.
- Investigated and liaised with department managers to respond to complaints of harassment, discrimination, employee grievances, and other sensitive issues.
- Facilitated communication between employees and management by addressing concerns proactively.
- Collaborated with senior management to align HR initiatives with organizational goals.
- Conducted thorough job analyses to develop accurate and detailed job descriptions for new hires.
- Advised senior management on organizational development and change management initiatives.
- Discovered and resolved complex employee issues that affected management and business decisions.
- Maintained current knowledge of industry regulations and legislation to amend policies and promote compliance.
- Instructed senior leaders on appropriate employee corrective steps.
- Liaised between multiple business divisions to improve communications.

HR Manager, 03/2004 to 05/2015

Bloom Companies, LLC – Milwaukee, WI

- Managed employee relations, investigating and resolving conflicts to maintain a positive work environment.
- Implemented performance management systems, providing constructive feedback and coaching opportunities for employees.
- Oversaw payroll functions, ensuring accuracy while maintaining strict confidentiality standards for sensitive employee information.
- Collaborated closely with department heads in executing strategic workforce planning initiatives that aligned human capital resources with company goals.

Vice President of Operations, 03/1986 to 10/2003

EMCS, Inc. – Milwaukee, WI

- Defined strategy and business plan for human resources function that aligned with organizational goals.
- Developed personnel policies to comply with State and Federal laws and consistency with corporate philosophies.
- Administered performance management system.
- Recruited, interviewed and recommended team members for technical administrative positions.
- Advised managers on organizational policy matters and recommended changes.
- Resource for team members with concerns about workplace issues.

Education

Bachelor of Arts: Business Administration

Edgewood College - Madison, WI