

KESHIA EXUM-PRYOR, MBA, PHR, SHRM-CP

Glendale, WI 53217

PROFILE

Human Resources Executive with 15+ years of experience in project management, innovation and strategic planning. Subject matter expert in the areas of employee relations, FMLA, ADA and Worker's Compensation. Results-driven, process oriented and highly motivated.

PROFESSIONAL EXPERIENCE

Saint John's On The Lake

Chief People Officer

2021-Present

- Responsible for Strategy, Talent Acquisition, Human Resources, Employee Relations and Training & Development.
- Overhauled & Implemented new compensation structure displaying career paths.
- Consultancy and advisory to executive, management & staff on a range of HR practices, issues and legislation.
- Accountable for \$500k+ budget.

Saint John's On The Lake

Director of Human Resources

2018-2020

- Served as a Consultant for the Executive Team on developing organization structures, roles and responsibilities of a job.
- Revitalized the mentorship program to ensure successful tenure with the company.
- Implemented a new hire mixer to acclimate employees to the company culture.
- Responsible for coaching, mentoring and the development of the HR staff.
- Reduced turnover by 12% within the first year with the company
- Created and implemented an innovative recruiting program to create a pipeline of candidates.
- Successfully implemented new HRIS system to increase productivity for the management staff by creating more independence for line staff employees.
- Developed and enforces policies and procedures.
- Responsible for training and development of the management staff
- Provided guidance to management staff regarding disciplines and employee relations.
- Provided conflict resolution for management and staff.
- Redesigned recruiting & onboarding process to increase efficiencies and decrease fill time.
- Successfully decreased health insurances administration cost by 9.9% having a direct impact on the bottom line.
- Created and developed an Equity, Diversity & Inclusion Committee to further the company's diversity & inclusion efforts.

RCS Innovations

HR Director/Strategic Partner

2010-2018

- Responsible for full-cycle recruitment for non-exempt and exempt employees
- Restructured the recruiting process with an emphasis on hiring the best possible candidate, while streamlining and improving the orientation and training program to maximize performance and retention.
- As the sole HR Professional; accountable for 180 full-time employees and 60 temporary employees
- Provided ongoing support regarding disciplinary action, employee relations, and federal and state laws to management and staff
- Advised management on policy changes
- Analyzed training and development company-wide

- Designed, implemented, and negotiated benefits for all employees while maintaining a superior relationship with vendors
- Built rapport with manufacturing employees and provides employee relations
- Maintained knowledge of legal requirements and government reporting regulations affecting HR functions
- Partnered with executive team as it relates to manpower, forecasting, operations and growth of the business
- Partnered with legal counsels to ensure legal compliance while reducing risk
- Implemented, maintained, and updated company's policies and procedures
- As the Safety Director, developed and implemented a safety program to exceed OSHA requirements by minimizing recordables, controlling costs, and rewarding employees
- Implemented training programs, resulting in reducing the MOD rate from 1.13 to .78 and decreasing recordable accidents
- Created a performance management program effectively increasing employee morale and standardizing the evaluation process
- Focused on continuous improvement for on-boarding and off-boarding programs, while reducing the turnover rate
- Served as organizational change agent
- Planned short and long-term strategies to support HR objectives
- Responsible for the direction and leadership of the HR Staff

Stainless Foundry & Engineering, Inc. Human Resources Generalist 2007-2010

- Maintained employee files and verifies employment status for reference checks
- Conducted new hire orientation
- Responsible for full-cycle recruitment for manufacturing employees
- As the EEO Coordinator, maintained compliance in Affirmative Action Plan
- Implemented community-based outreach program, which increased the Company's diversity initiative
- Coordinated enrollment for employee benefits
- Implemented new time and attendance system while serving as the Company's administrator
- Maintained employees' retention by implementing succession planning
- Elected as an internal auditor for ISO9001 requirements

DeVry University Admissions Advisor / Recruiter 2005 -2007

- Managed all aspects of student recruitment for undergraduate programs
- Consistently met or exceed goals every 8 weeks
- Reputation for leveraging referrals from personal and professional network

EDUCATION

Human Resources Certificate Program

Concordia University

SHRM Professional Human Resource Certificate Preparation

UW-Milwaukee Continuing School of Education

Master of Business Administration

Cardinal Stritch University

Bachelor of Business Administration, Marketing and Human Resources

University of Wisconsin-Milwaukee