

Mary Kathleen L. Bruno

6543 North Hyacinth Lane / Glendale, WI 53217

CAREER SUMMARY

Human Resources professional with a broad background and progressive management experience. Analytical administrator with proactive ability to plan, design, communicate, motivate, and problem solve. Human Resources leadership and expertise for successful program initiatives include:

Recruitment/Hiring	Compensation/Benefits	Performance Management
Employee Relations	Staff Development / Training	Corrective Action/Discipline

EMPLOYMENT

UW Human Resources Manager

University of Wisconsin-Milwaukee – Lubar School of Business

2011 – Present

Milwaukee, WI

Reporting to the Assistant Dean for Budget and Personnel, this position participates in the administration of all unclassified and classified personnel actions in the Lubar School of Business. Coordination of recruitment & selection processes; classification and compensation processes; employment relations processes, and the interpretation and implementation of various federal, state, and campus regulations and guidelines. Serves as a liaison with the Provost's Office, the Department of Human Resources, Payroll, and Accounting on personnel matters relating to the School. Maintains a high customer service orientation with the faculty and staff for which this position serves. Maintain the strictest confidence in personnel matters both among co-workers and other university employees.

- Resource professional to provide information in all areas related to the human resources / employee relations. Provide assistance to all division administrators with all aspects of classified and unclassified personnel matters. Interpret and administer Business School and University personnel policies and procedures. Serve as first line of assistance to administration, managers, and supervisors in the performance of discharge and discipline as necessary (i.e. performance problems and evaluations, absenteeism, insubordination, misconduct, grievances, etc.) or contract interpretations.
- Lead Lubar School recruitment strategies for all levels of employment. Coordinate all new hire on-boarding for the School to ensure compliance and best practice. Manage all recruitment processes from initiation to completion and facilitate appropriate interface with central HR and AA/EO offices to ensure compliance with campus affirmative action goals and efforts. Assist faculty and staff search and screen committee chairpersons with developing recruitment strategies, advertising, development of candidate pools, recruitment visits, and appointments.
- Assist division supervisors in the development and modification of position descriptions. Monitor division employee's position descriptions to ensure they are up to date and accurate. Analyze jobs/positions and make classification recommendations and changes.
- Administrate benefit program for the Lubar School with central UWM Human Resources Office and UW System to ensure eligibility and compliance.
- Coordinate all immigration/visa paperwork for Lubar School international faculty and staff.
- In conjunction with the Offices of Equity/Diversity Services and Human Resources, assist in the preparation of the annual UWM Affirmative Action Plan.

Manager – Human Resources

Zens Manufacturing, Inc.

1997 – Present

Milwaukee, WI

Manage Human Resources and Payroll Departments reporting directly to the President. Responsible for recruitment, affirmative action, new hire compliance, employee orientation, employment law compliance, employee relations, payroll processing, compensation and benefits administration, policy development, corrective action/progressive discipline, OSHA, Unemployment Compensation, Workers Compensation, performance appraisal program, records maintenance, and service awards.

- HR Management promoting quality and capability within organizational standards.
- End to end administration of Human Resources and Payroll Departments.
- HR Advisory to administration, managers, and employees.
- Company representative for Workers Compensation, Unemployment, and public hearings.
- Established policies, procedures, and programs for best practice standards.
- Streamlined payroll and benefit processes for cost effective operations.
- Developed job descriptions and instituted selection standards to reduce training costs.
- Created and implemented internal practices to ensure compliance with employment laws.
- Redesigned and restructured employee benefit services resulting in budget reductions.

Human Resources Representative

Wheaton Franciscan Healthcare

1979 to 1997

Milwaukee, WI

Provided broad range of Human Resource services across multi-site healthcare system. Responsibilities included recruitment, strategic staffing leadership, employment processes, employee relations, progressive discipline/corrective action, training and mentoring, staff development, new hire orientation, redeployment, JCAHO accreditation, employment law compliance, regulatory requirement reporting, and health care career initiatives.

- Strategic Staffing Team - Leadership for promotion of market sensitive healthcare recruitment.
- Multicultural Task Force Leader – Affirmative Action practice standards.
- Orientation Leader - Employee Orientation and New Hire Training Programs.
- Team Leader for Human Resources JCAHO compliance.
- Facilitator - Healthcare careers high school and collegial recruitment initiatives.
- Staff development for human resources and employee relations process improvement
- Management resource for system-wide compliance standards and regulatory requirements.
- Coordinated system-wide redeployment and instituted outplacement workshops.
- Established and coordinated in-house clerical temporary help staffing program.

EDUCATION

University of Wisconsin – Whitewater

Whitewater, WI

Bachelor Business Administration – Management / Human Resources

TRAINING/ SKILLS

Numerous training seminars/workshops covering diverse facets of human resources, employee relations, employment law, COBRA, wage and benefit administration, payroll processes, Unemployment Compensation, Worker's Compensation, employee mentoring, information technology, conflict resolution, and CQI/Continuous Quality Improvement.

Proficient in MS Office - Word, Excel, Outlook, Power Point, Ceridian HRIS/Payroll, PeopleSoft, and PeopleAdmin (Applicant Tracking System).

AFFILIATIONS

- CUPA – College & University Professional Association for HR 2011 to present
- WWHEL – WI Women in Higher Education Leadership 2011 to present
- Society Human Resource Management 2009 to present
- North Shore District Ministry – Group Facilitator 2000 to present
- Milwaukee Area Council / Girl Scout Troop #1139 – Leader 1993 to 1998
- Healthcare Recruiters of Southeastern WI 1991 to 1997