

NAME

HUMAN RESOURCES MANAGER

Health · Retirement · Benefits

Experience in leadership, project management and program development. Demonstrates foresight, ability to think strategically and build important alliances. Flexible, creative and innovative. Skilled in adapting to constantly changing workplace. Respected for straightforward, inclusive management style.

CORE COMPETENCIES or HIGHLIGHTS

- Extensive University of California, Berkeley institutional knowledge, awareness of current workplace culture, policies, practices and procedures.
- Skilled in translating and clearly conveying complex material that meets the needs of all levels of the organization.
- Experienced project manager with ability to streamline operations, initiate and develop processes and procedures and train staff.
- Experienced in oversight of compliance with federal and state legislation and regulations, and university policy. Met 100% compliance requirements in internal audit regarding benefits eligibility.
- Successful in motivating employees to develop professional competencies and inspiring them to always go the extra mile to deliver highest quality customer service, achieve departmental goals and objectives and meet deadlines.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CALIFORNIA, BERKELEY	Berkeley, CA	1979-Present
Interim Benefits Manager	(2007-Present)	
Principal Analyst	(2005-2007)	
Sr. Analyst	(1992-2005)	

Manage high volume of services to employees (40,000) including health benefits, retirement, disability and lay-off.

- Oversee staff providing counseling in highly sensitive environment responding to major campus-wide changes.
- Initiated and developed written processes and procedures and guidelines for management of functions and training of staff of 300. Streamlined operation including integration of all employee benefits systems.

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PROFESSIONAL EXPERIENCE (cont) (not bold)

EMPLOYER

Position title

- Successfully eliminated an inherited budget deficit of \$20,000 within one fiscal year. Currently fiscally responsible for an annual budget of \$650,000.
- Implement, at campus level, any new benefits programs such as: annual open enrollment, re-hired retiree policy, retire vision plans, etc.
- Chair of system-wide Benefits Manager's group. Spokesperson for group and liaison to Office of the President. Coordinate information, agendas and follow-up.
- As Office of the President Team member developed system-wide policies and web applications..

EDUCATION

UNIVERSITY OF CALIFORNIA, Berkeley Berkeley, CA

Bachelor of Arts: HISTORY