

Mary Evans

📄 Complete Address 📞 Telephone Number ✉ E-mail Address

HUMAN RESOURCE ASSOCIATE DIRECTOR

SUMMARY OF QUALIFICATIONS

Significant years of experience in strategic human resource leadership, process improvement (lean process), and management. Demonstrated ability to build positive relationships with all levels of management. Tenacious leader with strong capacity to utilize organizational and analytical skills, to predict and solve problems that maximize bottom-line results. Exemplary oral and written communication skills along with dedication to superior customer service. Proven ability to assume challenging roles, work under pressure to meet deadlines, and produce strong, sustainable results. Dynamic operations management career with full collaborative and leadership responsibility in providing strategic direction to organizational objectives.

AREAS OF EXPERTISE

- Human Resources Management
- Operations Improvement Management
- Organization and Project Management
- Staffing and Compensation
- Strategic Planning
- Interpersonal Relations
- Change Management
- Superior Communication Skills

SELECTED CAREER HIGHLIGHTS

PROJECT DEVELOPMENT AND IMPLEMENTATION

- Ensured effective measurement and administration of human capital / budgets through developing business intelligence report system / tool, trend data models, and business dashboards
- Guaranteed effectual business operations strategic planning and execution by creating balanced scorecards, strategy maps, as well as change management practices and products for HR strategic initiatives
- Distributed customer, employee, and employee engagement surveys to identify HR delivery improvement initiatives
- Designed trend analyses including aging of workforce, retiree projections, and turnover costs to develop tactical succession plans
- Established reports / systems utilizing in-depth knowledge in areas of benefits, compensation, employee relations, employment, organizational development, and compliance
- Introduced pre-eminent practices, HR metrics indices, and delivery methods to enable provost, chief financial officer, chairs, and others to handle human capital efficiently
- Monitored and evaluated progress and success of strategic initiatives using established metrics
- Formulated the computerized "**bargaining model**," which was featured at regional and national CUPA meetings to support the contract negotiations team




ORGANIZATIONAL MANAGEMENT / CROSS-TEAM RESPONSIBILITY

- Served as Task Team leader for university wide projects, which included Classification Redesign, Integration for Payroll / HR / Benefits / Info Services, and PeopleSoft Computer Upgrade / HR Metrics & Business Intelligence
- Supported the coordination of the Affirmative Action/DOL annual reports and defended the university during DOL audits
- Acted as part of Strategy, Planning & Communications Team to effect change in delivering HR systems and outcomes, such as change management
- Managed the reorganization of the Information Systems Department to deliver timely business intelligence reports and metrics
- Acted as project lead for the analysis and redesign of campus' Employee Information System
- Participated as team member for contract negotiations

HUMAN RESOURCES ADMINISTRATION

- Assumed overall responsibility for personnel administration, such as recruiting and training new staff; transferring, promoting, and discharging personnel; compiling personnel records; and organizing performance evaluation and optimization
- Demonstrated exemplary leadership skill in cultivating professional relationships, counseling subordinates, and managing team to build a customer-focused organization

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- Conceptualized effective training and professional development programs to improve and maximize personnel performance
- Utilized and identified ways to improve workflow efficiency and schedules to increase productivity

IN-HOUSE COUNSELING

- Headed all human resources activities, including benefit negotiations for 70 employees that work within 8 departments with an annual budget of \$8M
- Oversaw pension, health, and salary administration and negotiation plans for all employees
- Evaluated and implemented an online information, payroll, and personnel system; revised and drafted policies and procedures manual
- Established a local business owners consortium to assist unemployed individuals, and consulted with other business owners on related issues / problems
- Defended all non-academic Affirmative Action reports before federal investigators as well as written analyses of classification decisions before administrative law judges, unions, and departmental administrators

EMPLOYMENT HISTORY

UNIVERSITY OF MICHIGAN ▪ Ann Arbor, MI

ASSOCIATE DIRECTOR, *Human Resources Business Intelligence*

2002-Present

HUMAN RESOURCES DATA CONSULTANT

2002

MOUNT HOPE (NON-PROFIT CORPORATION) ▪ Lansing, MI

CORPORATE HUMAN RESOURCES OFFICER

1986-2002

MICHIGAN STATE UNIVERSITY ▪ East Lansing, MI

ASSISTANT DIRECTOR OF PERSONNEL, *Information System*

1980-1986

SENIOR COMPENSATION ANALYST

1977-1978

DATA ENTERPRISES ▪ Lansing, MI

CO-OWNER, *Computer Consulting*

1978-1980

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

University of Alabama ▪ Florence, AL

BACHELOR OF SCIENCE IN DATA PROCESSING

Ferris State University ▪ Big Rapids, MI

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

Ferris State University ▪ Big Rapids, MI