

## Competency Profile

### Leadership

Headhunted for current role as Training Director based on leadership abilities. Led curriculum design & instructor selection for ILEAD USA Ohio (IMLS funded leadership development program). First student liaison appointed to OLC membership committee. Elected to serve on OLC Human Resources & Trainer Development Division. Served on 4 community nonprofit boards of directors, including 1 presidency. Founding board member of Cbus Libraries. Library Leadership Ohio graduate (2018).

### Strategic Planning

Wrote State Library of Ohio talent management strategies, strategic workforce plans, & Equal Employment Opportunity & diversity strategic plans. Led strategic planning efforts of State of Ohio Training Association as board president. Wrote strategic social media strategy for Columbus Gay Men's Chorus. Facilitated strategic planning & goal alignment sessions for OBM and DAS.

### Human Capital Management

Directed & managed HR functions at State Library of Ohio. Equipped with 15+ years progressively responsible experience in HR including recruiting, employee development, workforce planning, labor relations, payroll, organizational culture, U.S. Employment law, performance management, & employee engagement.

## Education

### Master of Library & Information Science

Kent State University, Kent, OH (GPA: 3.97)

2016

- Practicum: Combined HR & library knowledge to create competency-aligned employee development infographics.
- Member, Beta Phi Mu (International Library & Information Studies Honor Society)
- Mary T. Kim Endowed Scholarship, 2016
- Harry E. Jackson LGBTQ Scholarship, 2015

### Bachelor of Science, HR Management & Business Administration

Franklin University, Columbus, OH

2006

## Work Experience

### Ohio Office of Budget & Management

Training Academy Program Director

7/2015 - Present

Lead & manage production of e-Learning & procedural documentation for 4,700+ fiscal staff & 10,000+ end-users. Oversee program administration of Ohio Fiscal Academy. Direct agency employee development programs & initiatives. Manage \$880,000 annual department budget. Supervise union & non-union personnel.

- Established supervisory development training program, implemented annual employee engagement survey, assessed organizational culture, facilitated strategic goal alignment.
- Drove website user experience improvements resulting in 351,618 page views in FY 2017 (an increase of 101.48% over FY 2016).
- Reduced Ohio Fiscal Academy printing costs by 88%; cut department meeting costs by half; eliminated new employee orientation printing costs.
- Oversaw creation & launch of new Statewide Fiscal Orientation virtual training program; chaired communications sub-committee of statewide Talent Development Community.

**State Library of Ohio**  
**HR Manager**

11/2009 - 7/2015

Planned, developed, directed, coordinated, implemented, & evaluated HR programs & sub-programs. Analyzed & developed agency policies, programs, & procedures. Supported management & employees of State Library, SEO Library Consortium, & OPLIN. Analyzed & interpreted HR policies & provided technical assistance with employment law, HR policy, discipline, health & safety, etc.

- Trained 200+ Ohio public library employees on customer service.
- Increased agency-wide on-time performance evaluation completion rate from 33% in 2012 to 100% in 2014. Led transition from anniversary date-based evaluations to common review date-based evaluations. This served as a statewide model for union contract negotiations.
- Chaired labor/management committee, led customer focus agency initiative, & managed positive labor relations resulting in State Library recognition as a Top Workplace of 2014.
- Presented at national & local library conferences & events incl. Association of Library Communications & Outreach Professionals, ILEAD USA Ohio, Ohio Library Council, Kent State University, & OHIONET.

**Ohio Department of Administrative Services**  
**Training Program Manager**

6/2008 - 11/2009

Researched, wrote, designed, delivered, facilitated, & evaluated public service focused management & leadership training on topics incl. Communication Skills, Presentation Skills, Coaching for Improved Work Performance, Leading Public Service, Managing Emotions, & Strategic Planning in HR. Supervised 2 union employees.

- Trained 400+ employees in 8+ subject areas.
- Consistently achieved objectives-met & facilitator ratings of at least 4.0 on a 5.0 scale.
- Led digitization of hundreds of tuition & professional development reimbursement requests; improved efficiency by creating electronic reimbursement application.

**Ohio Housing Finance Agency**  
**Sr. HR Specialist**

7/2006 - 6/2008

Led HR department in position management. Conducted job analyses. Recruited union & non-union positions. Conducted training needs analyses & trained employees. Processed payroll & conducted new hire orientation sessions. Assisted with performance management administration.

- Earned 2007 Employee of the Year recognition for superior customer service, training, & technical skills.
- Maintained 4th heaviest course load among 98 instructors for statewide software conversion project.
- Created framework for supervisory development program based on Competing Values Framework.

**Ohio Department of Job & Family Services**  
**Payroll Officer**

12/2005 - 7/2006

Processed & audited bi-weekly payroll in accordance with federal, state & agency rules, regulations, policies & procedures. Responded to employee inquiries regarding payroll & benefits. Assisted in annual open enrollment processing.

Private sector HR roles held from 2000-2005