**Olivia Anne Grayson**

Dallas, Texas 75248 • oliviaagrayson@tx.rr.com • (214) 555-4461

**Vice President, Human Resources**

***~ A Practical Thinker who Pioneers HR Programs that Enhance Revenue Growth and Profitability***

***while Creating Employee-Friendly, Safe, and Productive Work Environments. ~***

**Personable, Analytical, and Cost-Conscious Senior-Level Executive** offering broad-based experience providing excellence in human resources leadership. Considerable expertise creating innovative benefit and wellness programs, developing leading-edge training programs, and implementing the strategic HR function for high-growth organizations.

Superior project management, implementation, follow-up, negotiation, and consensus-building skills. Able to keep a diverse group of strong sales leaders on track. Extremely focused on creating training that delivers an above-average ROI.

Proven ability to investigate and resolve highly complex and sensitive workforce complaints and ensure internal and regulatory compliance. Proficient in Microsoft Office Suite, ADP/HRB, Ultimate Software Payroll/HRMS. MBTI Certified.

**Core Competencies**

•Developing & Executing Strategic HR Goals •Implementing HR Management System Upgrades

• Communicating & Administering HR Policies & Programs •Providing Advice/Counsel to Senior Management & Staff

•Spearheading Key Projects, Initiatives & Rollouts •Serving as a Chief Spokesperson In Labor Relations

•Providing Employee Training & Support •Ensuring Regulatory Compliance with State & Federal Laws

**Notable Career Highlights**

• **Initiated and developed a groundbreaking benefit and wellness program** at Colemont that fostered a healthy lifestyle culture and significantly reduced claim costs.

• **Innovated a cutting-edge broker development program that positioned Colemont as a choice employer,** significantly enhanced the company’s ability to attract top talent, and altogether changed the recruitment process.

• **Twice managed the integration of data from multiple companies into a centralized online repository**… integrated 8 companies’ data for Marketing Specialists Sales Company and 3 companies’ data for BenefitMall.

• **Parlayed knowledge from previous Fortune 500 experience** to successfully create and implement best-in-class HR functions in 3 expanding companies (Goldrich Brokerage Group, Premier Benefits, and Cheshire Marketing Company) and lay the framework for enhanced profitability, organizational growth, talent acquisition, and retention.

**Professional Experience**

Goldrich Brokerage Group, Carrollton, Texas 2001–2010

*~ Full service, wholesale insurance broker generating $1 billion in annual premium volume. ~*

**VICE PRESIDENT, HUMAN RESOURCES**

Recruited to build and launch the corporate HR function for growing organization. Managed an annual payroll budget of $40.9 million and a departmental budget of $600,000. Provided strategic support and coaching to the CEO, executives, and management on employee, regulatory, and business issues. Developed a competency-based performance management process. Directed payroll systems initiatives. Developed a multi-faceted lead generation and nurturing program. Chaired the 401(k) Review Committee. Developed and presented Harassment and Discrimination Awareness and Prevention training.

• **Created the Broker Development Program that resulted in 100% of new hires meeting or exceeding their initial sales goals and generating an additional $45 million/annually** in new revenue.

• **Played a key role in growing the company from $500 million in premiums to $1 billion** and in driving programs that led to its outstanding reputation in the industry, both of which contributed to the company’s quick sale despite the tough economy.

• **Initiated and launched a cutting-edge wellness program** that led to a 4% reduction in insurance claims.

• **Lowered insurance costs by boosting employee’s use of in-network providers to 95% in 2009**—from 50% in 2002.

• **Saved the company $180,000** by sourcing a new wellness-plan broker and negotiating a favorable contract.

• **Reduced workforce complaints by 95%** over a 5-year period by developing & implementing leadership-training initiatives.

• **Increased efficiency, accuracy, and access to real-time information, while saving $85,000 annually,** by implementing a Web-based Payroll/HRIS integrated system that housed benefits and wage information in a centralized repository.

***… Continued …***

**Olivia Anne Grayson – *Page 2***

Dallas, Texas 75248 • oliviaagrayson@tx.rr.com • (214) 555-4461

Target Consulting Professionals (formerly Resources Connection), Ojai, California 1999–2000

*~ A publically held consulting firm providing best-in-class consulting services by hiring only seasoned professionals. ~*

**HUMAN RESOURCES CONSULTANT** (working on location at **Premier Benefits)**

Placed on assignment at an online broker services start-up in Addison, Texas to develop their strategic HR roadmap and assist in integrating payroll systems resulting from their acquisition of 3 separate companies.

• **Laid the groundwork for growth and enhanced profitability** by developing a strategic roadmap for the company’s corporate HR function.

• **Improved efficiency, accuracy, and access to information** by spearheaded the integration of data resulting from 3 acquisitions into a centralized ADP payroll system.

• **Created a process to identify and address employee concerns during a period of rapid and unprecedented growth** by designing and implementing an employee satisfaction survey.

Cheshire Marketing Company, Dallas, Texas 1997–1999

*~ A national food broker with 3,000+ employees located across the U.S., generating $450 million in revenues, and the leading provider of outsourced sales and marketing services to food manufacturers, producers, and suppliers. ~*

**VICE PRESIDENT, HUMAN RESOURCES**

Recruited to create the company’s first functional HR division. Managed a staff of 5 direct and 6 indirect reports. Managed a $196 million payroll for 3,000 employees and a $25 million health and welfare budget. Directed organization and assimilation of 8 acquired food brokerage companies.

• **Reduced healthcare costs by 5% through skillful negotiation** and creative cost-sharing strategies.

• **Initiated and managed the execution of an industry-specific salary survey,** resulting in the development and implementation of competitive salary ranges for positions companywide.

• **Launched a centralized data repository that integrated employee data for 10 companies into one system** and laid the framework for the company to later implement a Human Resource Management System (HRMS).

**Additional Human Resources Experience**

Cranston Property Company, Dallas, Texas

**HUMAN RESOURCES DIRECTOR**

Developed and grew the HR function. Played a key role as a member of the executive leadership team in developing and implementing strategic company initiatives for this company generating $250 million in revenues and its 700 employees.

General Mills, Golden Valley, Minnesota

**HUMAN RESOURCES MANAGER**

Developed a formal mentoring program for field sales organization. Led HR activities for the acquisition integration team. Negotiated 2 contracts as the company’s chief spokesperson.

R.J. Reynolds Tobacco Company, Tobaccoville, North Carolina

**LABOR RELATIONS SPECIALIST / REPRESENTATIVE**

**COMPENSATION ANALYST**

**WORKERS’ COMPENSATION SPECIALIST**

**Education, Affiliations & Continuing Development Coursework**

University of Florida, Gainesville

**BACHELOR OF SCIENCE**

Society for Human Resources Management (SHRM)

**MEMBER,** 1990–Present

**SENIOR PROFESSIONAL HUMAN RESOURCES CERTIFICATION (SPHR)**

• • • •