

Roselyn Reiter

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Professional Summary

Efficient, organized, and professional Human Resources leader possessing approachable and service-oriented interpersonal style. Resourceful manager who takes the initiative, has proven ability to deliver workable solutions, adroit problem solver, and keeps confidences. Extensive and diverse experience in the human resources field.

- Culture change agent
- Benefits Administrator
- Subject Matter Expert
- Effective Negotiator
- Employee Relations
- Streamlined Processes
- Professional leader
- Recruiter
- Communicator

Experience

July 2018-Current

DSV SOLUTIONS LLC. Whitestown, IN

Human Resources Manager

- Implemented training process, SOP use
- Promoted 9 employees within first 5 months with the company promoting organic growth
- Communicated internal opportunities at shift meetings and posted on HR board
- Developed and maintained business relationships with local vendors
- Mentored warehouse supervisors and enlisted assistance from Operations Managers; GM
- Identified; encouraged ongoing training for logistics supervisors
- Scheduled open enrollment meetings with employees to educate them on new plans
- Created culture of learning, respect, and mutual trust
- Proposed new 4/10 shift to GM in lieu of the current 7 shifts
- Proactively prevented potential scenarios from EEOC, worker compensation claims
- Conducted onboarding process setting tone for expectations of employees day 1
- Recruited and hired warehouse and office staff
- Conducted SWOT analysis and increased starting wages by 15% to be more competitive for warehouse personnel in the Whitestown area
- Proposed an new metric based pay structure
- Succession planning
- Employee engagement survey

Jan 2012-July 2018

THERMALSTRUCTURES INC. Indianapolis, IN

Human Resources Manager

- Created Midwest Division Human Resources department
- Interpreted and enforced corporate and subsidiary company policies
- Initiated policies specific to division business unit
- Developed and maintained business relationships with local vendors
- Mentored production supervisors and office personnel
- Identified, Created, executed training for production supervisors
- Benefits administrator, Open enrollment presentations
- Employee Advocate
- Recommended business decisions to Directors and General Manager
- Effectively defended EEOC and ICRC claims
- Authored onboarding process setting tone for expectations of employees day 1

Mar 2008-Aug 2011

CARLISLE BRAKE & FRICTION Bloomington, IN

Human Resources Manager

- Created and developed robust training program for production employee career progression
- Developed effective recruitment methods resulting in higher caliber of candidates
- Negotiated new hire offers, compensation, and relocation packages
- Culture change agent
- Supporter of corporate initiatives and rollouts at the divisional level
- HR Administrator of daily operations
- Created employee centric work environment and culture
- Benefits Administrator
- Departmental and Organization development
- Upkeep of the HR Database AS 400
- Maintained organizational charts
- Maintained performance management systems
- Upheld regulatory compliance and reporting
- Policy development and documentation
- Compensation and benefits administration
- Implemented safety committee and reduced safety claims
- Employee health and wellness
- Mentored and supported colleagues in matters of employee related issues
- Wrote company handbook/policy manual

Mar 2002-Aug 2006

SENSIENT FLAVORS Indianapolis, IN

HR Assistant /Senior Human Resources Generalist

- Responsible for day to day departmental operations
 - New hire orientation
 - Payroll backup, weekly payroll data input shortened payroll processing time
 - Provided support of union grievances
 - Educational assistance and disbursements administrator
 - Pre-employment due diligence: background/drug screening, employment verification, I-9
 - Workers' compensation reporting
 - Liaison between employees and upper management
 - Facilitated and expedited the hiring of new employees
 - Coordinated summer intern recruitment efforts
 - Coordinated and planned employee picnics
 - Facilitated and expedited the hiring of new employees
 - Improved union relations
 - Expedited COBRA administration and termination process, delivering paperwork at exit, allowing for employee questions and better overall understanding of the process and ensuring timely collection of all company property and outstanding advances.
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- Recruited and hired production and office personnel for entire facility
 - Engineered and Implemented a three tiered "stay bonus" as a retention tool for production employees

Purdue University

West Lafayette, IN

Bachelor of Science

Management, Purdue University

SHRM-CP, SPHR

SHRM member since 2002

Volunteerism

HR Consultant for Excel Learning Center

Indianapolis, IN 2017-Current

Gold Star Volunteer for Snowball Express/American Airlines

Indianapolis, IN 2015-Current