

Kate Shelly Hightshoe, CCP
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**Work
Experience**

Staffing Agencies – Compensation Consultant (2007 – present)
Assignments include: 3 months with The GEO Group as a Compensation Analyst; 3 months at Tyco International as Administrator of Performance Review Program; 9 months at the South Florida Water Management District developing career series, conducting market research, producing job profiles, and editing/writing skills for performance and recruiting purposes; currently a Compensation Analyst for Tyco Safety Products assisting with bonus administration, analyzing HRIS data for integrity, designing pay plans, participating in salary surveys and market pricing.

GEOSYNTEC CONSULTANTS – Human Resources Department (2005 – 2007)

Position: Compensation Analyst/HR Generalist

Researched and provided guidance on current pay rates and trends. Responsible for all aspects of the performance review programs. Participated in and analyzed pay surveys. Wrote/updated internal procedures. Conducted job evaluations and wrote job descriptions. Compiled and analyzed data for reports for top management including compensation and turnover. Performed exit interviews. Responsible for corporate recruiting, EEOC reporting, and various government reports.

APPLIED CARD SYSTEMS - Benefits Department (2004 – 2005)

Position: Benefits Coordinator

Responsible for the tuition reimbursement program, random drug testing, worker's compensation, administering all benefits programs {medical, dental, life, short/long term disability, 401(k), COBRA} at the Boca Raton site (540 employees), and processing and tracking all FMLA leaves. Presented benefits programs to new hires.

LEVITZ FURNITURE CORPORATION - Compensation Department (1988 –2001)

Levitz had 128 stores in 27 states, \$1 billion in sales, and 5,000+ employees.

Position: Compensation Analyst (also acted as Personnel Administrator 1/00-6/01)

Responsible for analysis and assisting in the development and administration of all salary and wage programs. Administrator of all bonus plans. Conducted and participated in pay surveys. Wrote and updated internal procedures. Conducted job evaluations and wrote job descriptions. Produced, analyzed, and compiled data for reports for top management. Wrote and updated computer programs (Infinium, AS400 queries, Excel). Payroll Administrator for headquarters. Performed exit interviews. Quality Improvement Team chairperson 1996.

Position: Sr. Compensation Assistant

Administrator of the pension plan, bonus plans, and rehire policy. Handled all correspondence for the retirement plan. Calculated bonus payments for top management. Maintained personnel files for Corporate Office. Tested and interviewed job applicants. Coordinated service award program. Assisted Benefits Department with open enrollment.

Education

Bachelor of Business Administration (Human Resource Management)
University of Georgia (1986; Cum Laude graduate)

Organizations

WorldatWork member since 1998; Certified Compensation Professional (CCP) 1999 - present
Society for Human Resource Management member since 1996
South Florida Compensation & Benefits Association (1992-present) - Membership V.P. for 2 years
Human Resource Association of Palm Beach County member since 2002