

Michelle L. Hansel, PHR

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RE: **Relocating from Michigan to Florida**

To Whom It May Concern:

I am currently seeking employment opportunities in the West Palm Beach area due to family relocation. From my resume, you will find I have obtained my Professional in Human Resources (PHR) certification in addition to attaining a Masters Degree in Human Resources Management from Central Michigan University. I have worked 15 years in the human resources field, and the last 10 years with an organization that prides itself on being a “great place to work”.

I have been at the Detroit Regional Chamber for 10 years, with the last three years as Vice President, Human Resources. My experience is quite vast as I have worked in a human resources generalist role for all of my positions. I am very satisfied with my current position; however, due to my family’s relocation it is with great sadness, I find myself at a point in my career where I have to seek other opportunities. At the Chamber I am proud we have been recognized as a “great place to work” receiving the following awards: “Cool Place to Work”, “Caleidoscope of Culture” and “Business Excellence in Workplace Flexibility” are just to name a few .

My current compensation package includes the following: \$108,000 annual salary, 15% bonus and monthly car allowance. However, due to my relocation I am open to negotiating a new compensation package. In addition, I do not require relocation assistance.

The search for a key human resources professional is never an easy one and I hope you are intrigued with my qualifications and wish to speak with me in further detail.

Please feel free to contact me at (248) 563 – 8933. Thank you.

Sincerely,

Michelle Hansel, PHR

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HUMAN RESOURCES EXECUTIVE

Broad HR experience ♦ Dedicated team player ♦ Strategic business partner ♦ Driven to achieve results

- **Certified professional in Human Resources (PHR)** offering a 14-year HR career distinguished by highly praised performance and demonstrated results.
- **Extensive background in progressive HR generalist responsibilities**, including experience in employee recruitment and retention, staff development, benefits and compensation, HR records management, HR policies development and legal compliance.
- **Demonstrated success in** developing new hire orientation and professional development programs, creating staff driven teams, writing personnel manuals, policies & procedures, job descriptions and management reports.
- **Proven track record** working with executive management team in aligning HR programs with organizational strategic plan to achieve results.

PROFESSIONAL EXPERIENCE

DETROIT REGIONAL CHAMBER, Detroit, MI

1999 – Present

With over 20,000 members, the Detroit Regional Chamber is the largest chamber of commerce in the country. The Chamber's mission is carried out through business attraction efforts, public policy advocacy, strategic partnerships and quality products and services for members.

Vice President, Human Resources

2007 – Present

Promoted from Senior Director to fulfill a broad range of HR functions including joining the Executive Management Team to direct the development, implementation and coordination of policies, programs and practices as it relates to the organizations employee benefits and relations, performance evaluation process, recruitment and retention, salary administration and training and development. Partner with the Executive Management Team to direct, administer and coordinate the activities of the organization in accordance with the policies, goals and objectives established by them. Support 80+ employees, manage a staff of two and report to the Chief Operating Officer.

- Played a key role in organizational study of executive compensation analysis. Prepared management final report including recommendations for salary wage bands, annual incentive bonus plan and organizational structure.
- Oversee employee disciplinary actions by managing coaching and counseling of managers.
- Conducted executive succession plan.
- Researched and in the implementation phase of web-based performance management system aimed at linking individual performance to organizational strategy.
- Guided executive management team in a successful workforce reduction strategy.
- Worked with insurance agent(s) to create sustainable benefits package.
- Expanded 401(k) plan by 10 new funds creating a more diverse portfolio.
- Recognized for creating an inclusive work environment by winning such awards as “Caleidoscope of Culture”, “Cool Place to Work”, “Healthy Workplace”, “Outstanding Chamber of Commerce” and “When Work Works - Workplace Flexibility”.
- Manage HR budget of approximately \$150,000 - \$250,000 annually.

Senior Director, Human Resources 2003 – 2007**Director, Human Resources 1999-2003**

Promoted from Director to supervise daily operations within the human resources department. Managed the development, implementation and coordination of policies, programs and practices. Supported over 90 employees, managed a staff of two and reported to an Executive Vice President.

- Played a key role in the structure and implementation of programs, policies in the areas of training, compensation structures, benefits, recruitment and new-hire orientation.
- Created and administered Employee Satisfaction Survey.
- Managed payroll and 401(k) administration including compliance testing. Implemented “Safe Harbor” 401(k) plan.
- Managed the developed human resources categories / sections of the Intranet and Internet.
- Developed and implemented Professional Development Training Program and received recognition in national publication (IOMA).
- Researched and implemented new voluntary benefits including After Tax Investment Program, Flexible Spending Accounts, 529 College Savings plan, tuition reimbursement and new dental and vision plans.
- Oversee the development and implementation of Spirit Team and Wellness Committee activities.
- Established formal Wellness programs to include fitness challenges, wellness activities and educational and awareness opportunities.
- Revised and distributed Employee Handbook.

LIGHTING SUPPLY COMPANY, Ferndale, MI**1996 – 1999**

Lighting Supply Company is the Midwest's largest commercial lighting distributor. Since 1983, Lighting Supply has serviced electrical contractors, property managers, restaurant owners, retail businesses, schools, the hospitality industry and municipalities with the highest quality commercial lighting, replacement light bulbs, ballasts, Lutron dimmers, and related replacement lighting products.

Manager, Human Resources

Provided human resource support and direction for the organization. Supported over 35 employees and reported to the President and Sales Manager.

- Managed recruitment efforts, employee relation activities and employee personnel files.
- Coordinated staff training and development programs for new employees.
- Created training manual for customer service representatives.
- Administered health and dental benefits, 401(k) plan and worker compensation claims.
- Assisted with policy and procedure implementation.

TARGET STORES, Sterling Heights, MI**1995 – 1996**

Target is one of the most exciting and recognized multi-national corporations based out of the United States. With over 1,400 stores in 47 states, Target is also one of the most respected places to work with everything from award-winning marketing campaigns to innovative thinking, designer partnerships to community giving and stores with great merchandise at discount prices.

Guest Service Team Leader (Customer Service Manager)**1996**

As a member of the Management Team responsible for store guest service areas. Managed a staff of 15-20 and reported to the Store Team Leader.

- Planned, administered and managed front-end, expense and store maintenance operations.
- Managed cashiers, guest service specialists, cash counters, cart attendants and maintenance functions.
- Managed the implementation of Target's guest service programs in the store.
- Assumed Leader on Duty responsibilities.

Team Relations Leader (Human Resources Manager)**1995 – 1996**

As a member of the Management Team responsible for building and maintaining a diverse and talented team. Supported over 120 – 300 employees, managed a staff of five and reported to the Store Team Leader.

- Managed the implementation of Target’s personnel programs in the store including staffing, compensation, benefits and payroll procedures.
- Proactively identified team relations opportunities, proposed solutions and followed through on implementation.
- Interpreted policy and ensured fair and consistent application of personnel policies and procedures.

EDUCATION & CERTIFICATIONS**CENTRAL MICHIGAN UNIVERSITY, Mt. Pleasant, MI**

Master of Science Administration, Human Resource Administration

OAKLAND UNIVERSITY, Rochester, MI

Bachelor of Arts, Psychology

SOCIETY OF HUMAN RESOURCE MANAGEMENT

Professional Human Resource Certification (PHR)

Certified Trainer – Myers Briggs Type Indicator and The Customer program

Commissioned Notary Public

Center for Creative Leadership (CCL) – Leadership Development for Human Resource Professionals

AFFILIATIONS

Leadership Detroit Graduate – Class XXX

Board Member – Michigan Employee Service and Recreation Association

Member – Society of Human Resource Management and Human Resource Association of Greater Detroit

AWARDS / RECOGNITION

Chamber Cheerleader – 2007, 2005 & 2002

Most Valuable Team Player – Finance & Administration team – 2006 & 2000

Team Customer Service – HR Team – 2004 & 2009

Seminar Session Speaker – Michigan Chamber of Commerce Executives Fall Conference 2005

Panel Participant – “Workplace Flexibility” 2004, “Best Practices” 2001