

W. Russell Bowers, MPA, SPHR

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Human Resources Generalist/Manager/Director

Veteran human resources generalist dedicated to improving the quality of the workforce, and advancing the employer towards becoming an "employer-of-choice."

Education and Training:

Master's Degree in Public Administration, Marshall University, Huntington, WV.

Bachelor's Degree, Marshall University, Huntington, WV.

Senior Professional in Human Resources (SPHR) certification, 2009.

Work History:

Over twenty years experience in human resources management. Successfully improved HR operational efficiencies at every job, saving employers time and money. Performed all aspects of human resources management, and many other administrative duties. In the positions listed below and prior ones, performed labor/employee relations with four unions, recruitment and selection, training and development, policy and procedure research and development, compensation and benefits administration, records management, strategic planning, budgeting, audit and accreditation preparation, staff supervision, legal compliance assurance, workplace safety, recognition and rewards, HR information systems, etc.

Human Resources and Administrative Director, 2009 – 2010. Palm Beach Institute, 310 Tenth St., West Palm Beach, FL 33401. A small, substance abuse treatment center. Also supervised food service, facilities, fleet and grounds maintenance, contract management, etc.

Human Resources Director, 2007 – 2009. Oakwood Center of the Palm Beaches, Inc. 1041 45th St., West Palm Beach, FL 33407. A non-profit behavioral health center and hospital.

Human Resources Director, 2005 – 2007. CARP, Inc. 5410 East Ave., West Palm Beach, FL 33407. A non-profit substance abuse treatment center.

Human Resources Manager, 1994 – 2004. Marietta Automotive Warehouse Co., Marietta, OH 45701. An auto parts distribution warehouse with 11 local retail stores.

Professional Memberships and Achievements:

President, Mid-Ohio Valley SHRM Chapter, 2001-2003. Member, SHRM since 1993.

Member, Human Resources Palm Beach County (HRPBC) since 2005.

Core Competencies:

Thorough knowledge of HR laws	Strategic Planning
Employee and Labor Relations	Budgeting and Budget Management
Team Leader	Change Leader
Corporate training	Benefits Management
MS Office Software	Policy Research and Writing
HR/payroll software	Conflict mediation and resolution
EEO/AA/Civil Rights	Contract writing and management
Cultural diversity, awareness	Quality Improvement
Compensation Management	HR Audit preparation
Recruitment	Discipline and discharge
Staff Development	Records management
Succession Planning	Staff supervision
Job Audits and Analyses	HR metrics compilation
Testing and Test Item Development	Safety and Security
Workers' Compensation	Unemployment compensation

Accomplishments:

- Completed HR start-up for 2 companies, significantly improving operations.
- Prepared 2 employers for successful Joint Commission accreditation site visit.
- Saved employers tens of thousands of dollars by improving HR operational efficiency.
- Reduced staff turnover up to 24% by improving recruitment and retention procedures.
- Revised 3 Employee Handbooks and wrote one entirely.
- Wrote or substantially revised over 100 Job Descriptions.
- Wrote over 45 policies and procedures.
- Successfully resolved dozens of employee grievances and complaints.
- Improved relations with labor union by resolving grievances quickly and fairly.
- Improved staff competencies by improving training and development programs.
- Hired 900 – 1000 employees during my career.
- Improved staff morale by planning successful staff diversity and recognition activities.
- Assisted supervisors to improve scheduling procedures, thereby reducing inefficiencies.
- Improved, implemented productivity bonus plans.
- Designed and developed 3 compensation models.
- Researched, developed and implemented EEO/ADA/Civil Rights compliance plan.
- Increased efficiency of HR metrics and data reporting processes.
- Improved recruitment and selection process, reducing average hiring times by 38%.
- Improved performance in audits of HR and training records.
- Implemented new HRIS.
- Successfully prepared for over 20 HR audits with no significant issues.
- Participated in several Workers' Compensation and Unemployment hearings.
- Improved several benefits packages by successfully working with insurance brokers.
- Coordinated and/or conducted numerous staff training programs. (Ref: wrbresume.7-082010)