

Joni B. Shields, PHR, SHRM-CP

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Areas of Expertise:

- ♦ Employee Benefits
- ♦ Customer Service
- ♦ Employee Relations
- ♦ Event Planner
- ♦ Contract Negotiation/Administration
- ♦ HRIS Administration
- ♦ Project Management
- ♦ Team Leadership & Guidance

Seasoned Certified Human Resource Professional with both domestic and international experience in the design and delivery of Human Resource systems and programs. A trusted and credible member of the Leadership Team with a wide generalist background. Considered to have a practical, cost effective, and creative approach to problem solving and working with all levels of the operation. Demonstrated expertise in spearheading team initiatives but also being a contributing team member when others are in the leadership role.

Professional History and Accomplishments

LMI Aerospace
Savannah, GA

6/16/2015-12/30/2015

Human Resource Generalist

Handle all day to day HR activities for this site including employee relations, worker's compensation, staffing, performance management and compensation, consultant to management. Member of the Senior Leadership Team and assisted them on all employee related programs/actions and policies. I provided recruiting, coaching, new hire orientations, hiring and terminations. Kept confidential records regarding Government required information and record keeping.

Accomplishments:

- ♦ LMI implemented a new HR program, providing assistance for both managers and employees. HRIS allows employees and managers real time information regarding pay, leave time, and access to forms and other sites. I assisted employee and managers with the new system.
- ♦ Reduced turnover by being accessible as well as having a background that allowed me to mitigate conflicts.
- ♦ Member of the Fun Team, Safety Team, and Leadership Team.

TSG Water Resources, Inc.
Savannah, GA / Gainesville, FL

6/1995 – 6/2015
2/2008- 6/2015
1999-2008

Human Resource Manager
Office Manager and Human Resource Administrator

Responsible for all areas of human resources for a multi-site water treatment equipment manufacturer and operator both within in the US as well as the Bahamas, Anguilla, Virgin Islands, Mexico, Turks and Caicos, and the British Virgin Islands. Knowledgeable of licensing and work requirements of both foreign and domestic sites.

- Provided administration and oversight of all compensation and reward systems for all locations.
- Oversight of group benefit plans (health, dental, vision, STD, AD&D and life, retirement/401K program). To include: self-insured medical, dental and vision. Company representative and negotiator for all plans. Assure regulatory compliance with applicable agencies.
- Responsible for all corporate insurance general liability, auto, umbrella, workers compensation, as well as project specific policies.
- Handle all day to day HR activities for US Operations to include employee relations, worker's compensation, staffing, performance management and compensation, consultant to management.
- Work closely with Senior Leadership Team on all employee related programs/actions and policies.
- Provide training as needed for new managers on Safety/HR concerns.

Accomplishments:

- ♦ Implemented HR Benefit software, providing training for both managers and employees. HRIS allows employees and managers real time information regarding pay, leave time, benefits, and access to forms and other sites.
- ♦ Designed and implemented new training guide with procedures and forms as a member of the Training Committee.
- ♦ Wrote and trained on the new Employee handbook.
- ♦ Developed and published the "Safety Manual", "Manager's Guide", and "First Aid Guide" currently in use at all locations and operations to include medical providers and response guidelines for non-US locations.
- ♦ Designed and implemented a new employee orientation process.
- ♦ Initiated new paperless open enrollment process.

TSG Water Resources, Inc.

Executive Assistant

6/95 to 6-99

- Assistant to the President/CEO and Vice President/General Counsel 1995-1999.
- Primary duties/responsibilities: administrative duties including: business correspondence to include legal contracts, communicating with employees, and customers, managing phone traffic, travel, calendar management, and corporate purchasing.
- Oversaw human resources administration of benefits, record management and payroll administration as well as employee training initiatives.
- Responsible for Board of Director meeting submissions, agendas, travel, and minutes.

American Yard Products, Inc.
Orangeburg, SC

Business Manager

8/87 – 8/94

Held various positions over my tenure with the 2,000 employee lawn equipment manufacturer to include:

- Purchasing Agent for tiller production.
- Secretary to Area Manager.
- Executive Assistant to the General Manager who was responsible for 3 multi-state manufacturing facilities.
- Business Manager for the Director of Technology/Engineering.
- Duties included: travel for plant personnel, executive administrative duties, purchasing for manufacturing and planning corporate events.

Education:

Orangeburg-Calhoun Technical College
Orangeburg, SC **Associates Degree in Business**

University Of South Carolina
Columbia, SC Retail Management

Anderson College
Anderson, SC General Studies

Certifications:

PHR, Professional in Human Resources

PHR Certification

SHRM-CP, Society for Human Resource Management, Certified Professional

SHRM-CP Certification

ADP Employee Maintenance & Reporting for HR Benefits Solution

ADP Certification

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA Certified

ADP PC/Payroll Certified

ADP Certified

The Fundamentals of Human Resource Management

SHRM Certified

Additional skills

Proficient with Microsoft Suite and ADP's HR Benefits Solution.

Professional Memberships

Society of Human Resource Management (SHRM)