*KIMBERLEY G. BEAUFORD*

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# Senior Human Resources Leader

Dynamic and results-driven Executive Human Resources Professional with over **15 Years** expertise in successfully impacting organizational behavior & change through its most valuable resource, Human Capital. I am continuously, focused on Diversity & Inclusion, Employee Relations, Talent development, effective strategic partnering with business unit leaders and executive teams to create and foster a culture that embodies the Organizations Mission & Purpose. **Extensive experience in all HR Generalist & HR Consulting affairs**, including labor & employee relations, recruitment and retention, teambuilding, staff/leadership development, mediation, diversity & inclusion, conflict resolution, harassment investigations, benefits and compensation, HR records management, HR policies & Job Description development/revision and legal/audit compliance.

Professional Experience

***Peptineo- (Bio-Tech)***

*Peptineo technical solutions involve drug delivery combinations including "tunable" nano-carriers, engineered peptides, re-formulated pharmaceuticals, and as appropriate, recombinant proteins. Peptineo continuously works to develop solutions that reflect research efforts in computer science, systems biology, physics, molecular biology, pharmacology, protein engineering and biotechnology.*

***VP of Human Capital, 01/2013 - Present***

* Provide leadership and direction of all HR policies and programs globally with an ongoing emphasis on high level talent acquisition, compensation plans, employee relations, succession planning, talent & change management, performance management, training and development, and employee engagement.  Manage the HR department’s operational budget including P&L, forecasting & budgeting within all HR functions.
* Work strategically with NM State Representatives, Albuquerque Economic Development and key research facilities to establish relationships that would enhance collaboration in retaining local & global talent and job creation in NM.
* Partner & Consult with legal counsel to ensure compliance with all applicable laws at all levels. Partner with Commercial Real Estate Brokers to identify locations to build organizations infrastructure and forecast for growth.
* Advise and establish consultative relationships with key business unit leaders throughout the organization to assist in organizational success, growth and to ensure compliance with the organization’s policies and procedures.

***Rocky Mountain Chocolate Factory***

***Franchise Owner, 11/2010-05/2016***

* Manage and oversee all HR, Financial, Marketing and Operational aspects of business.
* Responsible for recruiting, interviewing, hiring, employee relations, Training & Development of staff.
* Create innovative marketing campaigns, attend B2B Networking Events, partner with ABQ Economic Development, Chamber of Commerce & speak at professional business panels/seminars.
* Consistently achieve revenue goals and ranking among the top performing franchises.
* Develop quarterly financial reports, budgets and forecasts to track revenue generation and expenditures. Successfully negotiate contracts with vendors to secure great prices without compromising quality.

**AWARDS**

* 2011 Rocky Mountain Chocolate Factory Rookie of The Year
* 2012 Highest Sales Percentage Increase (increased sales by 38% and 15% customer base).
* 2012 National Association of Women Business Owners, Tough Cookie Award
* 2013 Rocky Mountain Chocolate Factory Exceptional Customer Service Award

***UnitedHealth Group-OptumHealth New Mexico***

Administers New Mexico’s Behavioral Health System.

Director of Human Resources (HCC), ***01/2009-04/2011***

Hired at initial start of state contract to provide HR leadership throughout the state of New Mexico; Provide Senior HR expertise to multiple sites across the state (Albuquerque, Santa Fe, Roswell, Las Cruces and Farmington). Responsible for providing strategic consulting to ensure employee engagement, enhance employee relations, and ensure recruitment and retention of top talent in New Mexico.

* Oversee all HR operational projects (new hire onboarding, performance & compensation reviews, department redesign, exit interviews, workforce reduction, etc.)
* **Diversity & Inclusion Council Leader-** trained Leadership & Employees on Diversity & Inclusion in the workplace. Council comprised of senior leaders with cross business representation charged with embedding diversity and inclusion more deeply into the workforce and the customers and communities we serve. As the leader, I was responsible for setting the strategic direction and goals for the enterprise in the area of diversity and inclusion and worked with business and functional teams to execute plans that further integrate diversity and inclusion into the culture and business fabric of UHG. Thus creating an environment of respect, acceptance, learning and sharing.
* Worked with various departments to improve their Employee Engagement/Recognition. Results in one key department (customer service call center) had improved 100% from previous year.
* Analyze people related metrics, trends and root causes to develop solutions that balance HR risks and cost management throughout the organization.
* Ensure that all aspects of hiring emphasize cultural and linguistic competency as well as Diversity & Inclusion.
* Consult & Coach Leaders to enforce & properly utilize the progressive disciplinary process. Facilitate performance management conferences with managers & employees. Investigate & resolve employee grievances.
* Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations and maintaining records.
* Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Foster a teamwork/open-door environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind organization’s employee-retention rate of 98% within an environment where high turnover was expected due to instability of state contract.
* Partner with Directors and the corporate compensation department on setting base pay and incentive/bonus compensation and with making equity award recommendations and providing recommendations during annual salary review cycle

## *Shands HealthCare-Gainesville, FL*

## *Provide Senior HR Leadership for 3 community hospitals (Lakeshore, Live Oak & Starke)*

**Director of Human Resources,** 09/2006-07/2008

Serve as the Senior HR Leader for **three** community hospitals providing expertise and oversight for employee relations, EEOC Compliance, labor relations,recruitment, retention, compensation, employee benefits, performance management, supervisor and staff development, federal, state & local compliance and other critical areas.

* Maintain historical human resource records by designing a filing and retrieval system. Ensure employment files are in compliance. Thus, resulting in 100% compliance for Joint Commission, Department of Labor & Internal/External Audit for all three hospitals.
* Responsible for all Diversity & Inclusion, Employee Recognition/Engagement Initiatives. Trained Leadership & Employees on Diversity & Inclusion in the workplace. Thus creating an environment of respect, acceptance, learning and sharing.
* Revised employee handbook, policy & procedures, new-hire orientation and streamlined disciplinary process.
* Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Handled all employee relation issues to ensure a productive and healthy work environment
* Trained and counseled leadership and supervisors on being an effective leader and performance management
* Handled all aspects of recruitment process. Successfully coordinated nursing recruitment event that lead to exceeding hiring goal for year.
* Responsible for filing EEOC Report and responding to unemployment claims.
* Managed a team of HR professionals at the various remote sites.

***Clove Lakes HealthCare & Rehab Center- Staten Island, NY***

*Provide Senior HR Leadership to large healthcare facility w/Approx. 900 Employees-both Non-Union & Union*

***Director of Human Resources, 12/2002-06/2006***

Responsible for the development, implementation and management of all Human Resources functions within the organization including employment law, EEOC Compliance, labor/employee relations, performance management, policy, compensation and benefits administration, recruitment, management/staff training and development, OSHA and Workers Compensation**.**

* Successfully built strong trusting relationships with union delegates, employees and management. Thus reducing union grievances by analyzing and resolving issues.
* Successfully changed the organizations culture from “them vs. us” to a team environment.
* Advised management through the disciplinary process to ensure discipline recommendations would be final.
* Represented the facility at all unemployment hearings with a 100% success rate.
* Administered compensation programs.
* Created and maintained HR Files. Consistent100% Compliance on Joint Commission, Department of Labor, Internal/External audits.
* Fully responsible for beginning to end recruiting and hiring process and administering fingerprinting, reference and background checks. Responsible for Fair Credit Reporting Act (FCRA) compliance.
* Handled all Workers Compensation claims. Worked directly with Worker’s Comp carrier. Decreased Worker’s Comp claims and return to work days by strictly monitoring claims and medical restrictions.
* Handled and administered all leaves of absence.
* Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Personal efforts were cited as being a key factor in RN’s voting to overturn decision to be represented by Labor Union.

**PricewaterhouseCoopers LLP- Houston, TX & New York, NY**

***HR Senior Associate/Experience Recruiter/HR Assistant*,** 08/1999-07/2002

Provide consulting, recruitment and performance management expertise to Tax & Legal Professionals.

*Education*

## University of Houston-Clear Lake, Houston, TX

Master of Arts (MA) in Behavioral Science- 2000

Bachelor of Science (BS) in Behavioral Science-1996

#### Affiliations:

* Kiwanis International- Albuquerque, NM
* Society for Human Resource Management (SHRM)
* Albuquerque Hispano Chamber of Commerce
* Albuquerque Economic Development