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# Karen Thomas

**HR Director**

Experienced in managing HR operations for workforces up to 430 employees across multiple facilities, with a focus on retention strategy, compensation analysis, and employee relations. Prepared and managed a $697,000 annual personnel operations budget while tracking headcount forecasts and benefit cost variances in Workday, and negotiated benefits plan renewals that saved $42,810 below initial projections.

## CONTACT INFORMATION


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## KEY SKILLS

- Workday
- BambooHR
- Microsoft Excel
- FMLA and ADA Administration
- ERISA and ACA Reporting
- Compensation and Benefits Analysis
- Employee Relations
- EEO-1 Filing
- Personnel Budget Management
- Retention Strategy

## PROFESSIONAL EXPERIENCE

HR DIRECTOR | KICKAPOO VALLEY MANUFACTURING GROUP, PORTAGE, WI
2023 – PRESENT

- Reduced annual employee turnover from 29% to 16.2% by introducing stay interviews, structured exit surveys, and a revised PTO policy for a 430-person workforce.
- Directed all HR operations supporting 430 employees across 3 facilities, managing a team of 4 HR generalists and 1 recruiter.
- Prepared and managed a $697,000 annual personnel operations budget, tracking headcount forecasts and benefit cost variances monthly in Workday.
- Administered disciplinary procedures and termination decisions for 9 cases per quarter, maintaining documentation standards aligned with FMLA and ADA requirements.
- Analyzed compensation data against regional benchmarks and adjusted pay bands for 38 roles, keeping total labor costs within the approved budget.

HR MANAGER | BARABOO CREEK FOOD PRODUCTS INC., BARABOO, WI
2021 – 2023

- Supported a workforce of 265 employees across production and office departments, overseeing onboarding, benefits enrollment, and employee relations.
- Lowered first-year turnover from 34% to 21% by partnering with department supervisors to redesign 90-day check-in schedules.
- Refereed 7 workplace disputes per month between shift leads and hourly staff, applying progressive discipline guidelines and documenting outcomes in BambooHR.
- Reviewed and revised the company benefits package, negotiating plan renewals that held the employer contribution increase to $42,810 below the broker's initial projection.

HR GENERALIST | DELL CREEK PACKAGING CO., WISCONSIN DELLS, WI
2019 – 2021

- Processed personnel transactions for 148 employees, including new-hire paperwork, status changes, and benefits enrollment within 3 business days of start date.
- Compiled EEO-1 filings and quarterly headcount reports, delivering data 2 days ahead of each deadline for leadership review.
- Assisted with annual open enrollment for 148 employees, fielding an average of 24 benefit questions per day over a 3-week enrollment window.

## EDUCATION

- BBA in Human Resource Management, University of Wisconsin-Whitewater, Whitewater, WI | 2015 – 2019