LC

Larry Campbell

HR Director

CONTACT INFORMATION

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Wenatchee, WA 12345

EDUCATION

- BS in Business Administration (Human Resource Management Specialization)
  Central Washington University
  Ellensburg, WA | 2016 – 2020

KEY SKILLS

- Workday
- Tableau
- FMLA and ADA Administration
- EEO-1 Reporting
- Employee Engagement Strategy
- Workforce Diversity Planning
- Onboarding Program Design
- Microsoft Excel
- ERISA Compliance
- Grievance Resolution

ABOUT ME

HR director with 6 years of experience spanning employee relations, onboarding program design, and workforce diversity planning across multi-location organizations. Used EEO-1 and personnel data to find the scheduling patterns behind overtime costs of $4,510 per pay period. Skilled in Workday, Tableau, FMLA and ADA Administration, EEO-1 Reporting, and Grievance Resolution.

PROFESSIONAL EXPERIENCE

HR Director | Cascade Orchard Holdings Group, Wenatchee, WA
2023 – Present

- Raised the company-wide employee satisfaction score from 58 to 77 by redesigning quarterly feedback cycles and launching a manager coaching program across 4 locations.
- Built a structured diversity sourcing plan that increased workforce diversity by 9 points within 14 months.
- Designed a 90-day onboarding curriculum that brought new-hire productivity ratings to 87 out of 100, up from 71.
- Advise 23 managers on equal employment opportunity, ADA accommodations, and contract interpretation, resolving an average of 6 workplace disputes per month.

HR Manager | Methow Valley Building Products Inc., East Wenatchee, WA
2021 – 2023

- Introduced a mentorship pairing system that cut first-year resignations from 19 to 11 across 3 departments.
- Analyzed workforce demographic data in Tableau and presented quarterly reports that guided hiring decisions across 3 departments.
- Administered FMLA leave tracking and ADA interactive-process documentation for a workforce of 340 employees, reducing request processing time from 11 days to 4 days.
- Interpreted collective bargaining contract language for front-line supervisors, cutting grievance filings from 14 to 5 per quarter.

HR Generalist | Chelan Creek Services LLC, Chelan, WA
2020 – 2021

- Coordinated onboarding logistics for 47 new hires per quarter, arranging equipment and account access and scheduling first-week training for each.
- Compiled EEO-1 reports and personnel statistical data, identifying scheduling patterns that contributed to overtime costs of $4,510 per pay period.
- Served as the first point of contact for employee questions on benefits enrollment, PTO policy, and workplace accommodations, handling an average of 31 inquiries per week.