

# ETTI SIMON

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## HUMAN RESOURCE EXECUTIVE

*Organizational Development ■ Best Practices ■ Strategic Planning*

An accomplished Human Resource Executive with proven expertise in policy and procedure, recruiting and hiring practices, personnel development, retention approaches, legal compliance issues, managerial support, union avoidance, labor relations and negotiations. Background includes: A 13% turnover reduction, award of a six year compensation package and a reduction in worker's compensation expenses. Willing to travel and relocate. Senior Professional Human Resource Certification, SHRM.

## AREAS OF EXCELLENCE

- |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| → Arbitration           | → Peer Review           | → Benefit Programs      |
| → Employee Relations    | → Policy Development    | → Complaint Resolution  |
| → Policy Administration | → Contract Negotiations | → Worker's Compensation |
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## CAREER ACCOMPLISHMENTS

### **PETERS MATERIALS CORPORATION, 2004-Present**

- Designed and implemented a region-wide recruitment, behavior-based interviewing and skill matching procedure designed to reduce new employee turnover, which resulted in a decrease in turnover of 23% throughout the organization.
- Negotiated contract language and benefits adjustments at 13% under the amount authorized.

### **THE CATALYST COMPANY, LP, 2002-2004**

- Served as the organization's chief negotiator; awarded a six year package, remaining under the amount authorized and without any industrial action.
- Successfully administered the substance abuse and attendance policies; managed grievances and participated in organizational arbitrations.

### **RICHMOND BAKING COMPANY, 2000-2002**

- Reduced worker's compensation costs by 40% from prior year.
- Provided hiring, compensation and benefits services for 550 employees.

## PROFESSIONAL EXPERIENCE

### **PETERS MATERIALS CORPORATION, Fountain, AZ, 2004-Present**

*The nation's largest roofing manufacturer with 29 plants and annual sales in excess of \$1.5 billion.*

### **Regional Human Resource Manager, 2006-Present**

- Direct the human resources functions at seven locations, including union prevention/training programs at 11 plants and collaborate with the legal department, manage grievance, arbitration and agency issues and manage the peer review program.

**Human Resource Manager, 2004-2006**

- Reformed the organization's human resource audit program; managed auditing at all locations.
- Maintained a non-union plant through the implementation of human resources initiatives and strategies.
- Improved the organization's supervisory training, conflict/complaint resolution, employee development/relationships and benefit and compensation solutions.

**THE CATALYST COMPANY, LP, Iron Ridge, MN & Detroit, MI, 2002-2004**

*Worldwide manufacturer of hydro processing catalyst for the oil refining industry.*

**Regional Manager – Employee Development and Industrial Relations, 2004**

- Led the organization's union negotiations, coordinated labor relations at several plants, created and implemented results-based competencies, training and development and managed policy and procedure for all plants in the U.S.
- Standardized benchmarks in an effort to measure attendance, training, cost per hire and labor cost/product improvements; attesting to the human resource department's role as an integral and valuable component in the organization.

**Supervisor – Administration, 2002-2004**

- Improved and implemented a performance measurement and development program for supervisors.
- Focused on enhancing management performance, team building, and cohesive management in a union facility.

**RICHMOND BAKING COMPANY, Tulsa, OK, 2000-2002**

*Manufacturer of Specialty bread and snacks; a division of Richmond Smith, Inc.*

**Human Resource Manager**

- Managed wage and benefits as well as the safety program for over 550 employees.
- Provided supervisory training on management techniques and employee safety and developed and implemented a reporting process on manpower and safety concerns.

**MARTIN MARCUS BEVERAGES, INC., Redmond, IN, 1998-2002**

*Royal Cola's largest independent distributor and subsidiary of Marcus Inc.*

**Human Resource Manager**

- Established a human resource department.
- Served four Indiana plants and negotiated contracts and salary issues.

**EDUCATION**

BARTON UNIVERSITY, Las Vegas, NV

**Master of Arts, Human Resource**

UNIVERSITY OF WISCONSIN, Madison, WI

**Bachelor of Arts, Psychology**