

ANN L. ALLRED, SPHR  
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## CAREER SUMMARY

Human Resource professional with extensive generalist experience. Recognized as a go to person for development of green field projects, with special strengths in recruiting, interviewing, hiring and placing new employees. Demonstrated leadership, problem solving, and communication skills in day-to-day functioning of HR department. Adaptable mindset meeting new challenges with a focused, positive outlook.

## PROFESSIONAL EXPERIENCE

***Alcan, Inc. – Chicago, IL*** **2008-2009**  
*--A multinational, market-driven company and global leader in aluminum and packaging.*

***H.R. /Health & Safety – Alcan Packaging Tulsa – Catoosa, OK (2008-2009)***

- Managed HR office including recruiting, interviewing, hiring, discipline, and training; benefits administration; local policies and handbook upkeep; payroll administration; file upkeep; and ongoing reports/tracking, while maintaining a fair and legal balance between company and employee needs.
- Updated employee peer assessment process with new form containing comprehensive and clear rating definitions, making it a more authentic and user friendly event for evaluator, recipient and issuer.
- Completed Alcan's Green Belt Lean Six Sigma training and began my project to quantify our bag line's 90-day probationary expectations while also sponsoring a fellow team member's project.
- Participated in and advised staff members on government audits and interactions, including one DOL audit which was resolved successfully.
- Maintained excellent safety record with one recordable and no lost time incident for four years in a row during 2008-2009 time period.
- Led Recognition Committee with various projects, including submission of "High Five" employee nominations and follow-up monthly awards, resulting in one quarterly award received from Alcan's Meat and Dairy business unit for plant's knife safety program.
- Facilitated EHS Steering Committee and Safety Committee including agenda, minutes, action item registers, and internal audits in order to maintain our business unit's good EHS standing with retention of ISO 14000 and OHSAS 8000 certifications.
- Participated in employee meetings by reporting on and analyzing on-the-job injuries from other Alcan plants, administering monthly safety training and updating our workforce on significant Human Resources and Safety initiatives and issues.
- Worked on rollout of EtQ, a new document control system designed to house all plant documents and increase efficiency of our audit process.

***Worthington Industries – Columbus, OH*** **1982-2007**  
*--A global company whose core business is processing steel for use in the automotive, hardware, aerospace and other industries.*

***H.R. Manager – Worthington Steelpac Systems – York, PA (1999-2007)***

- Established and maintained H.R. Department in green-field project with help of one assistant.
- Recruited, interviewed, hired staff of over 100 hourly and salaried employees, including engineering group and in-house customer service rep for Harley-Davidson plant in Kansas City, MO.
- Developed local policy, forms and guidelines based on company requirements.
- Administration of benefits training and annual enrollment meetings and processing; workers compensation and training records; FMLA and disability; unemployment claims and hearings, payroll, and general communications.

- Member of local symposium administering state incumbent training funds. Applied for and received PA State Grant training funds for Steelpac employees - \$73,400 in 2006-2007.
- Worked closely with Corporate H.R. in development of new policies and procedures, i.e. drug policy, job descriptions, wage ranges, and insurance network coverage.
- Served as advisor to management on various H.R. issues, among them successful resolution of age discrimination and sexual harassment complaints.
- Skilled writer. Good with letters of persuasion and formulation of disciplinary write-ups.
- Managed change to Oracle HRIS for our business unit.

***H.R. Generalist - Worthington Cylinder Corporation – Claremore, OK (1995-1999)***

- Administered workers comp claims, benefits, OSHA Log, new hire orientations, U.C.claims.
- Managed and administered hourly payroll for 100-175 person plant.
- Wrote and published business unit newsletter, handled special projects, i.e. annual awards banquet and participation in recruiting events.
- Advised management staff on H.R. issues.

***Accounting/Purchasing/HR Assistant - Worthington Cylinder Corporation – Claremore, OK (1989-1994)***

- Accounts receivable/payable, inter-company accounts, inventory management.
- Purchased plant chemicals, labels, ink, and miscellaneous supplies.
- Served as back up and assistant to H.R. Department & Purchasing.

***H.R./Benefits Representative - Worthington Cylinder Corporation – Claremore, OK (1982-1988)***

- Established H.R. Department in new business unit of Worthington.
- Processed payroll and hiring/benefits paperwork for 100 person plant.
- Managed personnel files and answered benefits questions.
- Invoicing and receivable work for two segments of business unit.

## EDUCATION

***1999 – Villanova University – Villanova, PA***

***Certificate in Human Resource Management – Certification Program***

- Held at Armstrong training facility in Lancaster, PA. as preparation for SPHR exam.

***1996-1997 – Southern Nazarene University – Tulsa, OK***

***BS in Organizational Leadership***

- Graduated *cum laude* with Distinguished Achievement Award in Statistics

## TECHNICAL

- Computer literate using Microsoft applications including Word, Excel, PowerPoint and Publisher; GroupWise & Lotus Notes (e-mail); Oracle & Lawson (HRIS); Kronos (Payroll); EtQ (Document Control); PDM (EHS data entry); Ten Key. Type 65-70 wpm.

## PROFESSIONAL/CIVIC

- Certified Senior Professional in Human Resources (SPHR) – Current cycle 2009-2012
- Member Society for Human Resource Management (SHRM)
- Member Tulsa Area Human Resource Association (TAHRA) – Application in process
- Past Member York SHRM chapter – Served on board three years as Legislative Liaison.
- Past Member York Area Workers Comp and Safety Group
- Have attended numerous professional seminars and conferences to maintain certification