

STEPHANIE R. DUNKELGOD, PHR

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SUMMARY

Results-oriented **Senior Human Resources Professional** with extensive experience in diverse industries. Expertise in employee relations, organizational development, recruiting, on-boarding, compliance, compensation and benefits. Strong analytical skills in developing and implementing new programs and projects from strategic planning to program execution. Well-developed interpersonal skills and ability to work with all levels of the organization from executives to individual contributors in a global, multi-cultural environment.

PROFESSIONAL EXPERIENCE

KERR McGEE / TRONOX, Oklahoma City, Oklahoma

2004-October 2008

Human Resources Advisor / Senior Human Resources Representative (2005-2008)

- Provided all aspects of human resources support (talent selection, on-boarding, employee relations, coaching, staff development, benefits and compensation) as a generalist to customer groups and including the Chief Financial Officer group, information technology and safety and environmental affairs.
- Interfaced with customers to develop and implement staffing plans.
- Provided oversight for personnel records management and compliance.
- Provided support to Human Resources leadership at international locations including Germany, The Netherlands, Switzerland and Australia.
- Responsible for the Organizational Development (OD) function at Tronox including competency management, succession planning, employee engagement and performance management.
- Developed succession management process for Tronox and facilitated the process with the officer group.
- Facilitated the organization's participation in an employee engagement survey.
- Developed plan for communicating results, validating data and creating action plans.
- Assisted a supervisor in organizing a reduction in force with a very short lead time. Developed a process and a schedule, met with outside counsel, and prepared all steps to implement a successful reduction in force.
- Provided OD consulting services including diagnostics, facilitation and teambuilding.

Organizational Development Representative (2004-2005)

- Managed the implementation of new performance management process including development of tools and training materials.
- Provided support for electronic tool.
- Facilitated and developed leadership programs.
- Facilitated talent reviews in support of employee retention efforts.

MERCY HEALTH CENTER, Oklahoma City, Oklahoma

2002-2003

Manager – Educational Resources

- Led the Education Team in providing for the development needs of co-workers.
- Coordinated and presented Mercy Servant Leadership, an orientation for leaders.
- Developed and presented 2 leadership institutes to upper management and received approval for a team to prepare and implement quarterly development sessions.
- Assisted the team in preparing the sessions.

WILLIAMS COMMUNICATIONS, Tulsa, Oklahoma

1998-2001

Interim Manager – Organization Effectiveness

- Provided leadership to the Organization Effectiveness team.
- Intricately involved in redefining the department in a changing environment.

Organization Effectiveness Consultant

- Provided organization consulting services including performing diagnostics, conducting analyses, facilitating conflict resolution, facilitating meetings and assisting organizations with setting strategy and goals.
- Managed a 360-degree process for manager level and above and refined the training.
- Assisted in development and implementation of an organizational capability process.
- Facilitated talent reviews in support of the new corporate-wide succession management process.
- Conducted several diagnostics including culture issues for a 6,000+ organization, as well as retention and conflict issues.

EXECUTRAIN, Tulsa, Oklahoma

1996-1998

Training Manager

- Customized and set-up computer classes and provided telephone support for all software taught.
- Motivated training staff, hired employees, scheduled and maintained records.

Computer Training Specialist

- Taught adult computer software classes at varying levels, including Windows and Microsoft Office products.

EDUCATION

Bachelor of Arts – Organizational Studies, 1995
Graduated Summa Cum Laude
Bethel College, St. Paul, Minnesota

PROFESSIONAL CERTIFICATIONS

Professional in Human Resources Certification (PHR)
Master Trainer Certification
Certified Instructor

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management
Oklahoma City Human Resources Society

CIVIC / COMMUNITY ACTIVITIES

Served as a volunteer in numerous charities as a Tronox employee including United Way, March of Dimes, Rebuilding Together, and Children's Hospital at OU Medical Center.