

**Stephanie Windsor Slosser, MSA, SHRM-CP**  
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**Statement of Purpose**

Experienced and accomplished human resources and marketing professional with over seven years of experience looking to leverage extensive background in employee engagement, HR administration, leadership, and communication into an HR management position.

**Education**

**SHRM Certified Professional**

**Strategic Human Resources Business Partner (sHRBP) certified**

**Central Michigan University**, Mount Pleasant, Michigan  
Master of Science in Administration  
Concentration: Human Resource Management

**Central Michigan University**, Mount Pleasant, Michigan  
Bachelor of Science in Business Administration  
Major: Marketing Minor: Retailing  
Awards and Certificates: Deans List

**Experience**

**RSI EnTech, LLC**, HR Department, Oak Ridge, Tennessee

*Human Resources and Communication Specialist*, 2016 - Present

- Provides human resource services for prime contractor to the U.S. government, Tennessee Valley Authority, and leading engineer firms
- Provides HR services in compensation & benefits, employee relations, staffing, departmental development (policies/procedures, records retention), organizational development, and provide full-cycle human resources activities for multiple locations
- Internal marketing activities including implementation, management, and messaging of company intranet to increase employee engagement
- Write press releases and other media communications, design advertisements, and manage company conferences
- Update and maintain company website messaging and lead website steering committee
- Engaged in multiple committees including the Local Safety Improvement Team, Wellness Committee, and Employee Outreach Committee

*Human Resources Generalist*, 2014-2016

- Provides human resource services in compensation & benefits, employee relations, staffing, departmental development (policies/procedures, records retention), and organizational development
- Performs benefit administration and processes all related actions (e.g., medical, dental and vision coverage, flexible spending account, 401(k) plan, ESOP, life & disability insurance, PTO accruals)
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g., resolving problems, providing information, and referring to appropriate personnel)
- Coordinates and conducts recruiting, selection, and employment processes (writing/editing job descriptions, advertising, processing applications, preparing screening criteria, and scheduling interviews.)

**Virginia College**, Business School, Knoxville, Tennessee

*Adjunct Instructor*, 2013-2014

- Plan, evaluate, and revise curricula, course content, and course materials, and methods of instruction
- Prepare and deliver lectures to students
- Compile, administer, and grade examinations, or assign work to others
- Maintain course material such as syllabi, homework assignments, and handouts

## **The Arc Knox County**, Non-Profit Organization, Knoxville, Tennessee

*Human Resources Director/Marketing Director, 2012–2014*

- Interviewing, hiring, and retention of directors, managers, and all staff members
- Serve as agency training coordinator including scheduling all training, preparing and presenting training for staff as needed
- Administer group health, dental, life insurance, and 403b retirement plan
- Develop and maintain affirmative action program, EEO, and Veteran reports
- Marketing activities including development of marketing materials (brochures, quarterly newsletter, and website content) and social media

## **Walt Disney World**, Orlando, Florida, 2009–2011

*Employment Coordinating Associate, Professional HR internship for Walt Disney World*

- Assisted internal candidates with job requisitions, transfers, interviewing appointments, and various employment inquiries
- Assisted external candidates with the application process, communication and scheduling with recruiters, setting up appointments for placement and web-based interviews, and delivered daily guest service in Fortune 100 company
- Demonstrated problem solving and decision-making skills on a daily basis

*Attendant, Internship for the Walt Disney World College Program*

- Assisted guest's questions and provided information, used creative storylines to support the character experience and relayed information to large crowds of guests
- Partnered with multiple departments to ensure quality, performed excellent verbal and written communication skills, and demonstrated guest service skills in high volume area

*Vacation Planner, Sales internship for the Walt Disney World College Program*

- Used various sales techniques to provide the perfect vacation ticket for guests and to ensure the best experience of a lifetime
- Partnered with multiple departments to ensure quality such as security and merchandise departments, performed excellent verbal and written communication skills, and demonstrated guest service skills in high volume area

## **Professional Certifications**

- SHRM Certified Professional
- Strategic Human Resources Business Partner (sHRBP) Certified
- Young Professionals of Knoxville Leadership Certificate

## **Professional Development and Continuing Education**

- Strategic HR Metrics
- State of Employee Engagement
- The Skills Gap – Why it Happened and What Can I do About It
- Compensation Trends
- How Culture Impacts Talent, Engagement, Revenue and Profit
- Appropriate Dispositioning and Managing Applicant Flow Data
- How Effective Delegation Leads to Increased Business Results
- Leadership Training; Creating an Optimal Environment to Lead
- Diversity and Multiculturalism Training
- Conflict Resolution Training
- Disney's Exploration Series - Corporate Applications of Human Resources

## **Computer Skills**

- Microsoft Office Specialist Certification; proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- SAP experience at Central Michigan University and completed hands on experience in SAP database at Walt Disney World
- Experience in statistical and research software SPS, banking software, HRIS and applicant tracking software, vacation planning ticketing software, and payroll software Solomon.

## **Volunteering and Memberships**

- Board of Directors for Young Professionals of Knoxville (YPK) – Marketing Co-Chair
- TN Achieves Mentor
- Volunteer for the United Way, 2012 to 2014