

ANNA "LISA" HUXTABLE, SPHR, SHRM-SCP

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DIRECTOR OF HUMAN RESOURCES SUMMARY

A visionary Human Resources Professional with 15+years of exemplary leadership experience. A strategic HR professional with exceptional skills focused on achieving an organization's vital goals, mission and purpose. Key personal strengths include expertise in employee relations, planning, developing and implementing human resources strategies to support an organization's human capital needs. Has served as the key human resources advisor and member of two executive teams. Successfully collaborated and consulted with executive leadership staff on critical and significant matters impacting an organization's success.

DEVELOPED SKILLS/STRENGTHS

- Employee Relations
- Recruiting
- Retention/Onboarding
- Compensation Administration
- Job Classification
- Benefit Administration
- Leaves/ FMLA/STD/LTD
- Performance Management
- Coaching and Training
- Management HR Consultant
- Employment Laws/Legislation
- Employee Engagement/Training

PROFESSIONAL EXPERIENCE

UNBOUND, Kansas City, Kansas

An International \$136M nonprofit serving children, youth and aging living in poverty in 18 countries, Kansas City, Kansas.

Director, Human Resources

September 2002 to March 2018

Created the HR department for a growing organization starting with 55 employees and currently with 180 employees. Hired, developed and managed a staff of HR professionals. Determined the human resources department's key priorities, budget and required resources. Well versed in employment law and legislative issues. A key advisor of leadership staff in human resources matters. Worked collaboratively with all domestic and international staff and vendors.

- Spearheaded the development of crucial HR processes, policies and guidelines necessary to fulfill the needs of a responsible organization.
- Possessed the foresight to cross-train the HR team to be proficient in all the HR processes required of a full cycle HR department.
- Served as a member of the senior leadership team supporting the needs of the organization at the human resources strategic and transactional level.
- Established recruitment policies and a comprehensive orientation to provide new employees a fulfilling onboarding experience.
- Devised retention mechanisms to maintain high potential employees.
- Coordinated the benefit administration structure, offerings, HIPPA compliance and ACA reporting.
- Spearheaded compensation structure to attract top talent and stabilize employee retention.
- Job evaluation and classification of jobs within the salary structure.
- Payroll processing and HRIS reporting (ADP Workforce Now product).
- Created the performance management process and performance based salary administration.
- Coordinated employee leaves, FMLA, STD, LTD and Personal leaves.
- FMLA/ADAAA administration and training, workers' compensation and work injury reporting.
- Trained, coached and communicated key HR practices including non-harassment, performance management, performance improvement plans and ADAAA/FMLA procedures.
- Skilled in employee relations issues at all levels and complexities including extensive investigations.

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PADGETT THOMPSON, a division of American Management Association International, Leawood, Kansas. A leading \$70M nonprofit training and education company purchased by National Seminars in 2002.

Director, Human Resources

March 1997 to July 2002

Managed the HR function for the Leawood Kansas business unit that produced professional seminars and published materials in the United States. Supervised a staff of HR professionals supporting 300 employees.

- Managed the unit's HR function and processes.
- Skilled in resolution of complex and sensitive employee relations issues with the leadership team and staff
- Developed integrated HR solutions by taking the lead role in the implementation of a new compensation plan and HRIS/payroll system.
- Provided ongoing professional development and coaching of leadership staff in HR matters.
- Facilitated all recruiting, onboarding and orientation for staff
- Guided the performance management process including annual evaluations and performance improvement plans.

EARLY CARER EXPERIENCE

AETNA US HEALTH CARE (formerly Aetna Health Plans), **Human Resources Consultant**
THE SIGNATURE GROUP, **Human Resources Representative**

EDUCATION

Masters of Arts (MA) – Human Resources Management
Ottawa University of Kansas City, Overland Park, Kansas

Bachelor of Educational Studies (BES) – Personnel Services
University of Missouri, Columbia, Missouri

PROFESSIONAL DESIGNATIONS AND MEMBERSHIPS

Senior professional in Human Resources Certification (SPHR)
Society for Human Resources Management Senior Certified Professional (SHRM-SCP)

Member of Society for Human Resources Management (SHRM)
Member of Society for Human Resources Management (SHRM) Kansas City Chapter