

Judi Caldwell

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SUMMARY OF QUALIFICATIONS

Experienced Human Resources professional with extensive employee relations, benefits and recruitment knowledge. Self-starter with excellent communication skills and discretion. Quick learner with the ability to process information efficiently and completely. Possess strong leadership, management, and customer service skills.

PROFESSIONAL EXPERIENCE

American Cancer Society, Inc.

1996 - Present

Regional Talent Director – West Region (2012 - Present)

Vice President of Human Resources (2006 - 2012)

Director of Human Resources (1996 - 2006)

- Train, counsel and assist supervisors in managing employee relations issues and administering the company corrective action process to limit potential legal liability
- Conduct risk management trainings at regular intervals for supervisors and staff on topics such as work place harassment and legal interviewing techniques
- Work with counsel to investigate and respond to all EEO complaints, and other legal compliance issues, resolving issues prior to litigation
- Successfully managed multiple reductions in force, department reorganizations, and division mergers without any legal claims
- Provide peer equity compensation for potential new hires and implement adjustments that link employee pay to market factors and reduce turnover in key positions
- Review performance management plans to ensure that employees are evaluated according to objectives and criteria linked to company strategic goals
- Implemented a leadership evaluation and development program designed to support the company's succession plan
- Serve as the point of contact for questions related to the employee benefits program including health, life, disability, long-term care insurance, retirement, and 403B plans
- Responsible for coordinating division wellness activities with regional team leads including the Healthy You and Active for Life program and the rollout of our nationwide Red Brick health initiative

Program Director (1995 - 1996)

- Reported to the Executive Director of the Johnson County Unit office with accountability for promoting and disseminating cancer control programs through a workforce of 100 volunteers
- Directed the launch of "Don't Choke on Smoke" program that trained medical students how to educate elementary and middle school students on the health risks of smoking
- Organized annual teen press conferences through community collaborations and participation by the Kansas City Star and Boatman's Bank
- Recruited and trained Reach to Recovery volunteers, which benefited the organization by allowing more women diagnosed with breast cancer to be mentored by survivors

ADDITIONAL EXPERIENCE

1986 - 1996

- Held multiple store management positions and was accountable for overall store operations, recruitment and on-boarding of new staff members, employee and vendor relations, maintaining payroll records and adhering to cash handling/banking protocols at the following retail establishments: Casual Corner Group, Gymboree, Hallmark Cards, Pappagallo Shoes, Ann Taylor, and Talbots

EDUCATION

University of Kansas - Bachelor of Science, Business Administration

SPHR Certification - 2005, 2008, 2011, 2015

SHRM – SCP Certification - 2016

Principles of Core Mediation – 2008

PROFESSIONAL AFFILIATIONS

Human Resources Management Association, Portland, Oregon and Kansas City Chapters

SHRM National Membership

COMPUTER SKILLS

Microsoft Office Suite, ADP E Time, PeopleFluent