

**JIM SIMKINS, PHR**  
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**Summary:**

Certified Human Resources Professional with extensive experience in employee relations, benefits, compensation, training, and performance management. Skilled in collaborating and coaching all levels of management and staff regarding all human resource issues. Goal oriented with excellent analytical, communication and organizational skills.

**Education:**

Master of Business Administration, University of Phoenix, Columbia, MD, 2001.

Master of Social Work, Management/Organizations, University of Maryland at Baltimore, MD, 2000.

Bachelor of Science in Business Administration, Columbia Union College, Takoma Park, MD, 1995.

**Executive Education:**

Business of Human Resources, University of North Carolina, Chapel Hill, NC.

**Experience:**

**Memorial Hermann**, Houston, TX

August 2008 – April 2011

Memorial Herman Healthcare System is the largest not-for-profit hospital system in Houston.

**Senior Human Resources Generalist**

- Provided coaching to all levels of management regarding employee relations, performance management, policy/procedures, compensation, benefits, corrective action and team dynamics.
- Investigated and provided solutions regarding employee relations/corrective action issues which included mediation of grievance hearings.
- Collaborated with executive, senior and middle management to promote, develop and maintain highly effective teams within assigned business units and fostered good working relationships between management and employee populations.
- Identified performance measurement/development gaps and recommended and delivered solutions using various organizational development tools/trainings.
- Assessed, diagnosed and provided solutions to management to positively impact retention, employee morale, employee satisfaction and team cohesiveness utilizing established metrics and benchmarks.

**The Council on Quality and Leadership (CQL)**, Towson, MD

October 2002 – July 2008(Full-time)

A leader in working with human services organizations and systems to continuously define, measure, and improve the quality of life of all people. Continue to assist CQL with special projects.

**Manager, Human Resources**

- Managed and oversaw all functional areas of human resources to include employee relations, benefits, compensation, recruitment, talent management, regulatory compliance and HRIS.
- Consulted with and provided guidance to all levels of the organization and within all business units regarding policy and procedures, recruitment/retention, staff development, performance management, compensation, benefits, grievance hearings, and termination process.
- Partnered with multiple business units to align human resource objectives with business goals and strategies.
- Provided training to all levels of the organization regarding new initiatives, benefits, compensation, recruitment and staff development.

- Established key human resource measurements and metrics.
- Developed and implemented policies and programs based upon HR best practices.
- Negotiated and managed all vendor related contracts to ensure optimal delivery of services and cost effectiveness.

**The George Washington University**, Washington DC

May 2001 – October 2002

Employee Relations

- Represented over 7,000 employees and management staff worldwide.
- Advised management and staff with interpretation and application of collective bargaining agreements, personnel, compensation, performance management, and grievance policies
- Investigated/mediated disciplinary actions and grievance hearings to determine the proper outcome.
- Designed and conducted management trainings related to performance based management, policies, and employment law.

**Genus**, Columbia, MD

September 1995 – May 2001

Credit counseling and financial education agency.

Sr. Human Resource Generalist

- Managed all functional areas of human resources including benefits, compensation, employee relations, recruitment, policy development, union avoidance, and talent management.
- Provided consultation and guidance to all levels of the organization regarding all human resource matters including policy and procedures, selection, retention, performance management/development, compensation, grievance hearings, and terminations.
- Collaborated with managers to assist them in meeting business goals.
- Established an effective recruitment process to fill requisitions with a talented and skilled applicant pool.