

Hanna-Kaye Barnes MS, B.Ed., B.F.A

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I am currently seeking full-time employment to lead a team and broaden my skill-set and knowledge in talent development in higher education, retail, or the manufacturing environment.

SKILLS

Teaching & Training Committed to empowering staff/clients/customers with tools to improve performance and productivity

Instructional Analysis & Design; Problem Resolution Driven Identifying learning gaps, performing needs assessments, and executing strategies for learning and improvement

Analytical Approach to Goals and Work Challenges: Seeks deeper meaning and knowledge to broaden the depth of creative projects, problem-solving solutions, and streamlining processes for increased productivity and efficiency

Effective and Efficient Communicator Exercises thorough problem-solving communication techniques with customers and colleagues including but not limited to emails, voice calls, and face-to-face interaction.

Resourceful & Adaptability to Change Utilizes most cost-effective strategies while remaining positive in adapting new processes and approaches where necessary.

Methodical Work Ethic Performs work systematically to achieve results.

Responsible, Dependable, and Trust-worthy A pleasant and positive colleague mindful and respectful of the vast likenesses and differences, both personally and professionally we bring to the workplace.

WORK EXPERIENCE

Training Coordinator CCL Label – Lumberton, NJ – August 2017 to current
Quality Assurance

- Secured 50K Skills Partnership training grant for Lumberton, Moorestown, and Robbinsville facilities.
- Coordinate grand funded Basic Skills training with local community colleges.
- Master Administrator and Implementation Specialist for PowerDMS Quality Document Management System for both the Lumberton and Moorestown facilities.
- Design and prepare training documentation including, but not limited to: PowerPoint Presentations, training tests and quizzes, training videos, and competency evaluations
- Initiate and maintain robust onboarding, annual, and site-specific training across the organization.
- Implemented internal Train-the-Trainer program as lead instructor for front line-personnel who lead 90-day job readiness onboarding for new shop floor employees.
- Coordinator and Instructor for annual GMP training at our facilities
- Trained or oversees the training of departmental staff including, but not limited to: Production, Quality, Customer Service, etc.

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- Communicates with the departmental management and staff to understand and implement training needs in that department.
- Understand and implement training requirements specified by specific customers and/or external auditing requirements.
- Maintain training requirements for each position along with matrix of training completed/to be completed for each of the required personnel.
- Assists with determining root cause, corrective actions, and final dispositions for internal and external nonconforming material as it relates to training and the overall process.
- Internal Auditor for the audit plan, audit report, corrective actions, and follow-up activities. Performs monthly audits on the quality system and/or manufacturing facility as needed.

HR Generalist 2nd Ave Value Stores - Bensalem, PA - October 2016 to July 2017

Talent Development

- Corporate Oversight: Design, Implement, & Manage New Employee Orientation Activities & Training Activities
- Corporate Oversight: Manage & Implement Employee Recognition & Service Awards program and initiatives
- Design and deliver training as needed to regional and store leadership teams as needed
- Coach leadership teams on: policy interpretation, associate behavior, performance management and associate development
- Provide exceptional customer service to managers and associates via telephone and e-mail communication; This includes responding to caller inquiries quickly providing assistance and solutions.

Recruiting & Onboarding

- Consult with management teams for continuous staffing needs and coordinate job fairs and recruiting aids.
- Implement & manage ADP Recruiting Module and Applicant Tracking System
- Implement & manage streamlined and effective Onboarding activities and processes to improve company HR presence

Human Resources Lead Specialist Texas Tech University - September 2014 to July 2016

- Managed new faculty and staff onboarding through the IBM BrassRing Kenexa Applicant Tracking System.
- Review employees' personnel action forms Prepare and analyze reports for compensation purposes
- Assist department HR representatives with onboarding, job changes and transactions, post-employment payments, and other general Compensation & Operations inquiries
- Hosted campus wide annual employee recognition awards ceremonies
- Prepared materials and schedules for trainings
- Coordinated and hosted monthly new employee orientations
- Contributed in identifying and assessing training needs for campus training and development

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Snap Reviewer & Cargo Inspector PART TIME Information Systems Network - Lubbock, TX - June 2014 to January 2015

- Review and survey local grocery stores Conduct staple food count Photograph and sketch supportive data Submit data to quality control
- Review internationally exported cargo for quality safety, and compliance

Art Teacher School District of Manatee County - Bradenton, FL - August 2011 to January 2013

- Design and present interactive lessons using a diverse amount of teaching styles and methods to grades 6th, 7th, and 8th.
- Taught current and traditional Art History, Drawing & Painting Theory
- Instructed and facilitated an array of visual art projects using diverse mediums
- Managed the school art club concentrating on long-term projects and fundraising
- Prepared and entered students into multiple art competitions within the community
- Assess and evaluate students' learning while keeping continuous record of achievement, progress, and proficiency

EDUCATION

Florida International University - Miami, FL September 2015

Master of Science in Adult Education and Human Resource Development

York University - Toronto, ON June 2011

Bachelor of Secondary Education in Secondary Education

York University - Toronto, ON June 2011

Bachelor of Fine Arts Visual Arts: Studio Drawing & Painting

TECHNOLOGY COMPETENCIES

Microsoft Office Intermediate

Learner Management Systems: Blackboard, SumTotal

Adobe Connect

Recruiting & Onboarding: ADP Workforce Now, Brassring Kenexa

Oracle Banner

Quality Management System- PowerDMS

Powtoon

Memberships

Association of Talent Development-Professional

Certificates

SHRM- Building Your HR Toolkit

ATD- Managing Learning Programs