

ANITA HOENE

PROFESSIONAL SUMMARY

Dynamic and results-driven Human Resources professional with over 20 years of experience in management and training roles. Proven expertise in developing and nurturing strong relationships with employees at all levels, enhancing organizational effectiveness, and fostering a positive workplace culture. Skilled in onboarding, employee benefits coordination, and labor union management, with a strong focus on compliance with state and federal regulations. Adept at leading performance appraisals, conducting training sessions, and managing complex HR operations while maintaining a commitment to organizational goals. Known for excellent communication, analytical abilities, and a proactive approach to problem-solving, ensuring the effective execution of HR functions and initiatives.

SKILLS

- Onboarding Employees
- Labor Relations Management
- Goal Oriented
- Listening and Communication Skills
- Decision Making
- Relationship Building
- Benefits administration
- Diversity and inclusion
- Records maintenance
- Policy implementation
- Workers' compensation oversight
- Payroll management

CERTIFICATIONS

- Society for Human Resource Management Certified Professional (SHRM-CP) - Society for Human Resource Management.
- SHRM Learning System Participant - Society for Human Resource Management.
- National Rural Electric Cooperative Association Management & Supervisory Certificate
- First Aid Certification
- CPR/AED Certification
- OSHA Certified

WEBSITES, PORTFOLIOS, PROFILES

WORK HISTORY

Coles-Moultrie Electric Cooperative - Director of Human Resources
Mattoon, Illinois • 09/2017 - Current

- Director of Human Resources and oversees safety for Coles-Moultrie Electric Cooperative
- Responsible for all day-to-day operations within the Human Resources Department and the safety realm of the Cooperative
- Works as a liaison between the Cooperative and the Cooperative insurance company ensuring worker's compensation, short-term disability, and long-term disability claims are submitted accurately and handled promptly
- Responsible for the completion of payroll by the deadline on a bi-weekly schedule
- Participates in collective bargaining negotiations and any discussions with the union stewards and business agents
- Acts as a point of contact for the labor attorney, discussing necessary employee matters that require involving legal counsel
- Coordinates and works with management on performance evaluations, supervisory practices, dispute resolution, and employee accountability
- Organize employee training and ongoing education
- Manages complex employee relations issues, reducing legal risks and maintaining a positive work environment.
- Identified and implemented appropriate strategies to increase employee satisfaction and retention.
- Maintains an "open door" policy to encourage employee communications and resolution of issues.
- Leads all investigations within the Cooperative including accident and employment-related issues

EDUCATION

Eastern Illinois University
Charleston, IL

Bachelor of Arts: Major in Psychology,
Minor in Criminal Justice

Ashford University

Psychology

Continuing education towards my
bachelor's at Ashford University through
their online program.

Lake Land College

Mattoon, IL

Associate in Arts: Psychology, Criminal
Justice

Graduated with two Associate Degrees,
Both of Arts, one concentrating on
Psychology, the other concentrating on
Criminal Justice.

AFFILIATIONS

- Safe Electricity Board Member
- Illinois Electric Training and Safety Committee Member
- Human Resources Association of East Central Illinois
- National SHRM Member

- Educates employees on company policies and provides updates on policy changes to employees to satisfy compliance and state laws.
- Responsible for the entire onboarding process
- Administers all employee disciplines, separations, and retirements
- Maintains current knowledge of industry regulations and legislation to amend policies and promote compliance.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Enhanced company culture by promoting diversity and inclusion initiatives.
- Works with the employee to accurately explain all benefits throughout their entire tenure with the Cooperative
- Ensures all necessary audits are completed per industry standards for the Cooperative's labor, safety, and financial sectors
- Maintains all personal protective equipment and fire-retardant clothing used by the employees and is in good working order
- Oversees the annual completion of all safety-related OSHA and regulatory training.

Innovative Staff Solutions - Operations HR Manager
Mattoon, Illinois • 02/2015 - 09/2017

- Operations Manager for Innovative Staff Solutions
- Responsible for all internal hiring, recruiting, orientating, and training of the internal staff
- Enhanced recruitment strategies by leveraging social media platforms.
- Included all new hire offers, paperwork, and preparation for the start of the day
- Provided training that prepared new hires for fieldwork by educating them on Innovative Staff Solutions' processes, policies, and procedures. This includes training on our Human Resources Information System (HRIS), understanding HR laws, and emphasizing the importance of operating within legal boundaries. Additionally, provided ongoing training throughout the year.
- Another key responsibility was managing the Back Office, which serves as the starting point for processing flex applicants in a call center environment for our internal staff members.
- Boosted team morale by organizing team-building activities.
- Facilitated leadership development programs for succession planning.
- Promoted health and wellness with targeted employee programs.
- Managed employee relations issues professionally, resolving conflicts efficiently while maintaining confidentiality at all times.
- Maintained accurate HR records in compliance with applicable laws, ensuring efficient data retrieval when required.
- Streamlined HR processes for increased efficiency, reducing paperwork and manual tasks through automation.
- Collaborated with executive leadership to align HR initiatives with overall business goals and objectives.
- Reduced time-to-hire metrics by optimizing recruiting processes, utilizing technology, and streamlining candidate screening methods.
- Coordinated company-wide training programs to enhance workforce skills and promote professional growth.

Innovative Staff Solutions - On-Site HR Manager

Charleston, Illinois • 08/2014 - 02/2015

- On-Site Manager to the client Consolidated Communications
- Responsible for interviewing, hiring, orientating, terminating, documentation, delivering counsels for attendance and performance, keeping up with various reports, payroll, checking backgrounds, employee benefits, delivering customer service to the client, applicant, and employees, delivering informative presentations to the client, and being up to date/following state and federal laws
- Have a great relationship and partnership with the client
- Some of the goals of the position include retention of employees, attendance tracking and counseling when needed, and the fill rate of the orders that the client requests
- I have a successful partnership with my Operations Manager, the accounting team, the Unemployment Manager, the Risk Manager, and other offices with Innovative Staff Solutions

J.Crew - Store Director

Tuscola, Illinois • 07/2012 - 07/2014

- Responsible for the overall run and success of the business and associates
- Other responsibilities include hiring, terminating, networking and recruiting, orientating, ongoing training, coaching and developing, scheduling, audits, reading and analyzing reports, understanding and impacting profit and loss statements, and opening and closing duties with registers
- Being able to manage a team, and obtain goals is another big part of responsibility
- A new store successfully opened and recruited and trained fully functional staff in minimal time

Aspen Dental - Office Manager

Mattoon, Illinois • 07/2011 - 07/2012

- Oversee the practice and the associates
- Responsibilities include filling the schedule, building the practice by consulting with new patients and getting them scheduled and signed up for financing if needed, making a budget every month, managing payroll, yearly reviews, hiring and terminating, managing the nightly deposit, answering billing questions, ordering supplies for the office and clinical team, giving the patients the best possible experience that a dental office can provide by displaying the company's beliefs
- When I took over the office, the numbers were not consistent, patients were not getting signed up for financing, and none of the team members enjoyed coming to work
- During my employment, I created a great relationship with the team and the patients by showing them I was committed to making the practice better
- The numbers increased, financing became consistent and the morale completely changed for the better
- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records.

Aeropostalé - Store Manager/Training Manager

Tuscola, Illinois • 09/2007 - 07/2011

- Oversee the business and associates
- Responsible for the hiring and termination, coaching, training, and development of other managers and associates
- Successfully opened a new location, recruiting and developing the entire team while overseeing the opening process
- Earned the 'Regional Mentor' award in 2010
- Was promoted to Training Manager, working directly with other managers in the district to develop them
- Consistently controls payroll every week and month
- The only store within the district to continually receive 100% on secret shops
- Have created a fun, results-driven team that respects each other and works very hard every day to achieve the desired results

Maurices - Store Manager

Springfield, IL & Pueblo, Colorado • 04/2004 - 09/2007

- Responsible for overseeing the store and sales and managing the associates
- Hiring, terminating, writing reviews, credit card signups, payroll, cash control, and schedule writing, were also key responsibilities
- Successfully turned around a store that was on the verge of closing because of poor sales
- Consistently at the top of the District with sales and credit card signups
- Created good morale within the store, and a great relationship with numerous customers that turned into repeat customers