

JANAYE NORMAN, MBA CANDIDATE

Nashville, TN – 205.617.2085 – janayen21@gmail.com – www.linkedin.com/in/janayenorman/

HUMAN RESOURCES PROFESSIONAL

A relationship-driven senior manager with 9+ years of broad, progressive leadership experience. With a keen understanding of inclusive employee experience by administering human resources programs to encourage an inclusive work culture that acknowledges the efforts and achievements of employees to align and maximize employees' performance with the organization's goals.

Expertise: **TALENT ACQUISITION – CULTURE STRATEGY & INITIATIVES – STRATEGIC PLANNING – COMMUNICATIONS – LEADERSHIP – TALENT DEVELOPMENT – PERFORMANCE MANAGEMENT – EMPLOYEE RELATIONS – DIVERSITY & INCLUSION – REMOTE FIRST POLICIES AND PROGRAM – EMPLOYEE ENGAGEMENT – HR ANALYTICS – CHANGE MANAGEMENT – EMPLOYEE & LEADERSHIP COACHING – SAP SUCCESSFACTORS – BONUSLY – GOOGLE OFFICE SUITE – BAMBOOHR – TABLEAU – WORKDAY – PAYLOCITY – LINKEDIN RECRUITER**

SELECT CAREER HIGHLIGHTS

- **Organizational Design:** Assesses, designs, constructs, and implements improvements to human resources policies, including salary administration, compensation and benefits, diversity and inclusion initiatives, and employee performance and development to create a 3-5 year HR strategy.
- **Culture Design:** Lead and manage cultural initiatives that ensure they are living to values and building a great culture; shape people practices and policies to drive aspirational culture; lead a healthy and engaging, flexible, hybrid remote work environment.
- **Talent Acquisition:** Manage the entire recruiting process and develop strategies to create compelling and fair hiring, ensuring that leaders are supported in building stable talent pipelines.

PROFESSIONAL OVERVIEW

TARI & YAT LABS

March 2021 – Present

HEAD OF PEOPLE – NASHVILLE, TN

- Shape the organization's future by executing a roadmap for our people operations function in building and operationalizing the core people programs to maintain and grow team culture: recruiting, compensation, rewards and, recognition, DEI efforts, remote-first policies, articulating and evangelizing our core company values.
- Lead the onboarding program to help accelerate a new hire's speed to impact within the organization, facilitate the inclusion of new hires to the team, and facilitate the offboarding process, including exit interviews and related documentation.
- Own the total rewards program; manage the equitable and transparent salary structure; conduct salary reviews and annual market benchmarking to increase productivity and retention.
- Serve as a key sponsor for the DEI vision to create and maintain an environment of equal employment opportunity, diversity, and competitive advantage.
- Plan and execute employee engagement activities for a distributed remote workforce with a continued focus on reinforcing the culture and our mission and values.
- Build rewards programs aligned with a culture of recognition, gratitude, wellness, and appreciation (including peer-to-peer) to improve work relationships and build morale.
- Vet, select, and implements relevant HR vendors and systems for recruitment (Lever), HRIS (BambooHR), rewards and recognition (Bonusly), international employee and contractor hiring, and compliance (Deel).
- Maintain current knowledge of HR practices and regulations to ensure compliance with employment laws for both domestic and international employees and contractors.
- Build and manage candidate pipelines to facilitate hiring planning and implement a strategy to triple our headcount.
- Lead efforts to attract talented candidates from leading blockchain and cryptocurrency communities, companies, and research universities and work directly with our partnered recruiting firms to attract quality candidates
- Identify, create, and maintain position descriptions and postings across a variety of job boards and social media channels.
- Implement and maintain an employee referral bonus program.

EMPOWERED PEOPLE

November 2019 – March 2021

SENIOR HUMAN RESOURCES CONSULTANT – NASHVILLE, TN

- Consulted small business and start-up companies on culture design to reveal underlying bias and behaviors and identify actionable shifts and experiments to meet your goals, including fostering inclusion and driving innovation.
- Designed and implemented learning strategies to empower employees with the skills, behaviors, and mindsets needed to reach business goals through practical teaming and leadership skills.
- Assessed, designed, constructed, and implemented improvements to human resources policies, including salary administration, compensation and benefits, diversity and inclusion initiatives, and employee performance and development to create a 3-5 year HR strategic roadmaps for functional excellence and optimization.
- Established recruitment processes for Series A startups in but not limited to Healthcare, Digital Marketing, Green Energy, and IT Security, including hiring managers to build hiring plans, write inclusive job descriptions, interview processes, and onboarding checklist specific to the functional departments.
- Vetted, selected, and implemented relevant HR vendors and systems for recruitment (Greenhouse & Workday), training and development (CultureAmp & Lattice), task management (Asana), time tracking (Big Time), communications (Slack and Zoom), and compliance (DocuSign).

HAWKE MEDIA

September 2020 – November 2020

HEAD OF PEOPLE/SENIOR HUMAN RESOURCES MANAGER – REMOTE

- Led and managed cultural initiatives such as rewards and recognition, employee resource groups, and remote work that increase the percentage of employees who indicate that we have a positive work environment.
- Streamlined and improved Human Resources policy and programs to ensure compliance and relevance to the current needs and goals of the business and its employees.
- Developed and implemented the talent acquisition and onboarding processes that recruit and retain a diverse workforce to meet the organization's needs.

JOHN DEERE

June 2015 – October 2019

SENIOR HUMAN RESOURCES GENERALIST– DUBUQUE, IA (APRIL 2018 – OCTOBER 2019)

- Consulted 465 managers and employees on human resources policies, including salary administration, compensation and benefits, and employee performance and development.
- Lead recruiting campaign to source and fill 30+ entry-level/niche product engineering jobs with qualified candidates. Created recruitment marketing content and placed advertisements in national diversity magazines to attract the attention of new candidates at national and regional engineering job fairs.
- Streamlined and improved the one-year turnaround time for employee performance improvement plans; coached managers and employees to overcome their performance gaps.
- Led external diversity recruitment campaign project to decrease the 25% movement/attrition rate for product engineering positions to improve divisional recruitment efforts and enhance retention among diverse employees.

HUMAN RESOURCES GENERALIST – DAVENPORT, IA (JANUARY 2017 – MARCH 2018)

- Coached 135 managers/employees on HR policies while leading employee development and new hire orientations.
- Developed a site-wide recognition program to formally recognize employees for exemplary performance to increase employee and manager engagement.
- Trained 75+ employees on the new performance appraisal system/process to facilitate tactical performance goals.
- Led the Employee Engagement Committee for the Black Employee Resources Group (BERG), hosting key events for employees to build and expand their networks within John Deere; helped team members in driving inclusion,
- Led summer intern program events for 45 summer interns, completing factory tours, executive luncheons, equipment demonstrations, and exit interviews upon program completion.
- Managed the Quad City Neon and Experienced Organizational Network Community Involvement Committee to host 13 community service events with 154 volunteers, accumulate 658 volunteer hours, and raise \$11,554 for Dollars for Doers through hosting 13 events to improve employee branding throughout the community.

STUDENT PROGRAM ADMINISTRATOR – MOLINE, IL (JUNE 2016 – JANUARY 2017)

- Conducted full-cycle recruitment to fill 75 part-time positions across the John Deere United States locations.

- Maintained a focused communication strategy aligned for developing a solid partnership for the 500 interns in the summer internship program to increase engagement and retention for hiring managers and interns.
- Coordinated logistical and facilitation activities for 33 days of second-round interviews for engineering development programs and internships during the fall recruitment season.
- Led the Quad City Neon and Experienced Organizational Intern Committee to coordinate seven events to improve intern event participation and engagement.

JOB EVALUATION / ORGANIZATIONAL ANALYST – MOLINE, IL (JANUARY 2016 – MAY 2016)

- Assessed job requirements for 330+ positions and provided 53.6% team contribution for assigned divisions and functions, ensuring consistency companywide; evaluated fast PAQs for enterprise salaried work SG7 and below, completing required data on evaluations and documentation and formatting, completing 90%+ of Fast PAQs within five calendar days.
- Maintained and processed corporate management transactions within HR Connect, OM, and SAP tools within the 24-hour SLA policy; assisted with cost center alignment and related audits received by the enterprise.
- Resolved audit issues and proved instrumental in instituting a more consistent audit and payroll data approach.

RECRUITER – MOLINE, IL (JULY 2015 – JANUARY 2016)

- Recruited, sourced, and screened candidates to fill 250 mostly entry-level positions; worked with business leaders and human resources partners to evaluate 500+ resumes, aligning candidate skills with business needs.
- Engaged hiring managers to understand their needs and provided them with a shortlist of candidates to interview.

HUMAN RESOURCES DEVELOPMENT PROGRAM BENEFITS REPRESENTATIVE – MOLINE, IL (JUNE 2015 – JULY 2015)

- Maintained efficiencies in the hiring process by creating offer letters and coordinating the drug screen and background check process for new hires through a 3-day service level agreement.

EDUCATION & CREDENTIALS**MBA (May 2020) – UNIVERSITY OF IOWA****Certificate, Leadership (May 2020) – UNIVERSITY OF IOWA****BS, Human Resources Management (April 2015) – UNIVERSITY OF ALABAMA AT BIRMINGHAM**