

# Brian E. Stephens

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*Please review this resume of my professional experience and education. You will find professional experience in the areas of Human Resource Management, Training & Development, Safety Management & OSHA Compliance, Regulatory Compliance, and Quality Systems. My Education includes a Masters Degree in Human Resource Development and a Bachelors Degree in Business Management.*

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## **EDUCATION:**

**Master of Arts – Human Resources Development** - Webster University (May 2004)

Coursework included all core courses required for MA in HR Management

**Bachelor of Science – Business Administration-Management** - Central Missouri State University (May 1993)

**Associate of Arts – Business Administration** - Crowder College (May 1991)

## **PROFESSIONAL EXPERIENCE:**

### **Summary of Professional Experience**

12 years & 4 months in Human Resources Roles including HR Management, Training, and Regulatory Compliance

- Human Resource Management/Generalist - 4 years
- Training/Organizational Development - 4 years & 7 months
- Safety Management/Regulatory Compliance - 3 years & 9 months

Project Management - 9 years & 4 months in positions with direct Project Management responsibilities

**Sisters of Mercy Health System** – 645 Maryville Centre Dr., Ste 100, St. Louis, MO 63141 – Employed 5/05 to 3/08  
*Sisters of Mercy is a faith based not-for profit integrated Health Care System that operates 7 Regional Health Systems located in Missouri, Arkansas, Oklahoma, and Kansas.*

**Regional Director of Arkansas-Mercy Learning Resources** – Sisters of Mercy Health System, St. Louis, MO

- Worked with Mercy Learning Resources System Leadership to determine strategic direction of the department.
- Developed, coordinated and implemented leadership development, team development, mission, and customer service initiatives for Mercy Health Systems in Rogers, AR; Ft. Smith, AR; and Hot Springs, AR.
- Direct reports included 3 Senior Consultants, 3 Logistics Coordinators, and 60 Credentialed Trainers.
- Oversight of training initiative for Epic software implementation for Mercy Health System North West Arkansas.

**Senior Regional Consultant-Mercy Learning Resources** – Sisters of Mercy Health System, St. Louis, MO

- Developed, coordinated and implemented leadership development, team development, mission, and customer service initiatives for the Springfield strategic service unit.
- Project Manager for implementation of St. John's Hospital Video-On-Demand patient education system.
- Worked on a task team to develop and implement a system wide co-worker orientation and new leader development program.
- Facilitated and presented Mercy Pathways leadership and co-worker programs.
- Consulted with local health system leadership on management and co-worker development issues.
- Program Liaison with Springfield Public Schools B.A.S.E. program.
- Certified Pathways Master Trainer; completed training in GE Methodologies CAP and Work Out processes.

**Skaggs Community Health Center** – PO Box 650, Branson, MO 65615 – Employed 6/04 to 05/05

*Skaggs Community Health Center is a 132 bed JCAHO accredited community owned healthcare facility with 16 regional clinics with approximately 1,050 employees.*

**Human Resources Generalist**

- Managed, developed and implemented HR initiatives.
- Responsible for employee relations, management/employee development, performance improvement planning, HR policy review/recommendation/interpretation/compliance, and compensation planning.
- Assisted with researching and implementing benefit and recruitment initiatives.

**CoxHealth System** – 3801 South National Avenue, Springfield, MO 65807 – Employed 5/02 to 6/03  
*CoxHealth is a not for profit community owned integrated healthcare system with over 8,500 employees, 4 hospitals, and multiple additional operations.*

**Employment Manager**

- Managed the recruitment/new hire function for an employee base of approximately 6,500 co-workers with an applicant flow of 18,000 annual applications.
- Directly supervised 3 Recruitment Specialists and 2 Clerical Specialists.
- Developed and implemented improvements to the applicant management and selection system.
- Consulted with all levels of health system leadership on employee relations and HR related issues.

**Dairy Farmers of America, Inc.** – 800 W. Tampa, Springfield, MO 65802 – Employed 7/97 to 4/02  
*Dairy Farmers of America produces cheese, skim and condensed milk, whey protein concentrate, dairy based beverages, snack dips, & adult/infant nutritionals.*

**Human Resources Manager** – Springfield, MO Manufacturing Plant

- Responsible for all plant HR activities including interviewing, hiring, insurance, benefits, and training for exempt/non-exempt personnel.
- Implemented hiring process, which included pre-employment testing and joint co-worker and management selection techniques.
- Managed issues related to the bargaining unit including contract administration (Teamsters Local 245).
- Developed and administered programs related to HR, Workplace Safety, & OSHA/EPA compliance.

**Director of Quality and Workplace Safety** – Dairy Food Products

- Collaborated with division staff, plant leadership and co-workers to ensure effective workplace safety programs.
- Project Manager for implementation of Chemical Process Safety Management programs for multiple locations.
- Developed and implemented professional development program for onsite safety program coordinators.
- Developed and implemented standardized workplace safety programs, systems, and tools for 19 manufacturing operations.
- Served as the primary staff consultant to plant & division staff on OSHA compliance and Workplace Safety.
- Responsibilities also included implementing programs for EPA compliance, Quality Assurance programs, FDA/USDA compliance, and Laboratory/Microbiological issues in assigned facilities.

**Simmons Foods, Inc.** – P.O. Box 430, Siloam Springs, AR 72761 – Employed 7/93 to 5/96  
*Simmons Foods is a fully integrated poultry producer with food processing and live production operations in Arkansas, Missouri, and Oklahoma.*

**Night Shift Human Resources Manager**

- Duties included all Human Resource functions for Simmons Plant 1 & 2 night shifts including performance improvement, discipline issues, incident investigation, employee orientation/training, and interviewing/placement.
- Ensured compliance with employment laws, company policies, and OSHA regulations.

**Corporate Training & Development Coordinator**

- Implemented management and team development, safety training, and team facilitation programs across the organization including corporate and site-specific initiatives for 11 manufacturing and live production operations.
- Researched, developed, and implemented core supervisory skills training program.
- Facilitated problem solving through task forces and by working directly with local leaders and staff members.
- Facilitated teams and meetings towards organizational objectives.

**ADDITIONAL EXPERIENCE:**

**Curb Appeal Pressure Washing Services** - 300 Lee Town Dr., Pea Ridge, AR 72751 – From 4/96 to present  
*Curb Appeal Pressure Washing Services is a commercial and residential pressure washing service.*

**Owner**

- Responsible for all aspects of small business ownership including sales, record keeping and providing high quality service and end results to clients.
- After leaving Sisters of Mercy I have been working the business on a full-time basis. I have been doing pressure washing since April 1996, mostly on a part time basis for a secondary income.

**Coldwell Banker Vanguard Realtors** - 1334 E. Republic Rd., Springfield, MO 65804 – From 6/03 to 7/04  
**Real Estate Agent-** Worked as an independent contractor to provide selling and buying services to clients.