

ELOISE CHOKMUK, SHRM-SCP

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HUMAN RESOURCES GENERALIST - DIVERSITY/EQUITY/INCLUSION CERTIFIED

HIGHLIGHTS OF QUALIFICATIONS

Skilled people manager. Experience leverages critical HR skills, including analytical, organizational, multi-tasking, time management, communication, collaboration and oversight of diverse groups. *Recently earned Cornell certificate in HR DEI and SHRM-SCP.*

RECENT EXPERIENCE

APPLGATE EDUCATION FORCE, Applegate, MN, 2015-present

Applegate Education Association (AEA) is the city's premier education-based 501(c)(3). AEA provides supplemental educational programming for 15 public schools whose populations include over 50% economically disadvantaged students.

Volunteer Chair, Annual STEAM Showcase, 2019-present

- Partner with Executive Director and other volunteer committee members to identify and recruit company representatives from science and technology companies to exhibit at this annual event that attracts 1500 community members and serves over 6000 high school, middle school and elementary students.
- Revamped and updated communication tools and created new processes and outreach efforts that resulted in growing company participation by over 35% the first year and 40% the second year.
- Meticulously outlined timelines and demonstrated strong organizational skills while effectively prioritizing tasks and directing multiple volunteer teams. Resulting events attracted new audiences and polled favorably with exhibitors and visitors.
- Demonstrated strategic planning and extensive coordination and technology skills when efficiently transforming this in-person showcase into a successful online showcase to accommodate for pandemic in 2020.

Volunteer Programming & Liaison Committee Head (2017-2019) / Volunteer Programming Committee Member (2015-2017)

- Recruited to identify and coordinate a diverse group of parents and school leadership team members to create an advisory resource group for AEA. Used networking and communication skills to form a representative team of skilled members.
- Met with school leadership, teachers and other volunteers and identified discussion items that propelled organization to grow.
- Implemented procedures for programming committee and created new professional policies.
- Researched topics and interviewed experts to gather data that determined organization's new programming goals.

OFUS ENGINEERING, MINNEAPOLIS, MN, 2007-2015

OFUS Engineering is an engineering, surveying, planning and environmental services firm with over 500 employees.

Human Resources Senior Manager, 2011-2015

- Efficiently collaborated with diverse teams while strategizing to create and administer new hire training, compensation and management incentive programs.
- Improved processes by automating and streamlining reports. Reduced daily time spent on manual entry by 65%.
- Developed and implemented critical activities within payroll, talent acquisition and talent management that reduced turnover by 35% in one year.
- Reduced critical hire time from 5 months to 30 days using innovative ideas sourced in part from social media.

Human Resources Manager, 2007-2011

- Produced an engaging monthly newsletter to publicize and promote new productivity goals. This resulted in more than half of the team participating and an increase in productivity measurements of 75%.
- Kept up-to-date on regulations and advised leaders regarding FMLA, ADA, FLSA, EEO and OSHA. Ensured company complied with all local, state and federal regulations.
- Advised exempt and non-exempt leaders on full range of benefits, including healthcare, dental, vision and 401K.
- Trained new hires on complex system issues and led and implemented self-service model through partnership with stakeholders.

EDUCATION, CERTIFICATION, TECHNICAL SKILLS & MEMBERSHIP

BACHELOR OF ARTS, HUMAN RESOURCES, Golden Gate University, San Francisco, CA

DEI Certificate, Cornell University (2023) / **Certified Professional Human Resources**, HR Certification Institute (2008)

SHRM Senior Certified Professional (2023) Society for Human Resources Management (Member: 2021-present)

Technical skills include experience with: ATSs, HRIS, cloud-based systems, talent-management software, database management, Microsoft Office Suite.