

Human Resources executives are some of the most appreciative Thrive! Resumes clients, because they have deep insights into the challenges that resumes must overcome in the 21st century.

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HUMAN RESOURCES EXECUTIVE

Talent Management • HRIS • Strategy & Execution • Project Management

Visionary, approachable Human Resources leader and trusted business partner with a history of success facilitating attainment of lofty objectives through an agile, team-based model of excellence in talent development and executive coaching.

HIGHLIGHTS

“Dora Kristoff is an outstanding business partner, with an innate ability to focus on key HR issues and deliver insights in a positive manner. She was instrumental in coaching executives and leading talent development that reversed a ten-year negative trend and transformed performance at Bay City Industries, Inc.”

~ *Randall Peterson – Past President, Bay City Industries, Inc.*

“Dora was an outstanding strategic partner, a mentor with excellent judgment adept at proactively managing HR risk and addressing sensitive issues to facilitate positive outcomes.”

~ *Heather Carrison – VP of Customer Service, First Fargo Bank*

Leadership Strengths

HR Generalist

Change Management

Benefit Plans & Rewards

Executive Recruiting & Coaching

Talent Acquisition & Retention

HRIS/AMS Selection & Implementation

Training & Development

HR Risk Management

CA Employment Law

PROFESSIONAL EXPERIENCE

BAY CITY INDUSTRIES, INC. – Dallas, TX 75206

2007-2016

Vice President of Human Resources

Aggressively recruited by the CEO to define strategic HR vision and lead execution for a \$105M company with a decentralized business model. Elevated performance by coaching executives, inspiring teams and redefining HR information systems. Provided HR insights for one of the largest privately owned businesses in the industry. Delivered the knowledge and tools empowering front-line managers to become respected leaders making well-informed HR decisions. Analyzed all perspectives on HR issues, adroitly managing risk and optimizing outcomes.

- Facilitated a business transformation from ten years of net losses and declining revenue to generating \$40M in new business and the company’s highest-ever profits (up to 12%) in just four years.
- Recruited, trained and developed a dynamic workforce of 600+ employees in 13 states, widely recognized as the best in the industry. Led a world-class team of seven HR and administrative professionals.
- Launched a major transformation in HR strategy, recruiting a dedicated HR Generalist for each Line of Business (LOB) leader as a trusted business advisor and key liaison to coach on diverse personnel issues.
- Developed and implemented robust, scalable Human Resources processes spanning compensation, recruiting, leadership development, succession planning, executive recruiting and much more.

- Slashed recruiting costs by \$1M, reducing dependence on third-party recruiters while sourcing top-quality candidates through LinkedIn, employee referrals and non-conventional sourcing channels.
- Decreased turnover of high-potential leaders and high-value hourly employees from ~65% to < 15% while increasing employee engagement scores companywide from 48% to 68% in just two years.

FIRST FARGO BANK – Seattle, WA 98100

2000-2007

Director of Human Resources (2004-2007)

Handpicked to build a dynamic new HR team, integrating groups and redefining HR processes in a post-acquisition environment. Facilitated growth from ~200 to 925+ employees in bank branch locations and corporate office. Coached senior managers while diplomatically delivering information and insights to empower store managers. Enriched expertise spanning all aspects of HR: recruiting, interviewing, onboarding, benefits, training, leaves of absence, termination, disciplinary processes and performance reviews.

- Won four local and regional Best Employer or Employer of Choice awards that increased brand visibility and enhanced recruiting processes.
- Reduced workers' comp costs \$500K annually while improving employee safety and increasing employee engagement by creating and implementing clearly defined job descriptions and return-to-work procedures.
- Boosted internal promotions to Branch Manager and executive positions by creating a highly successful internal talent management program combined with high-impact standardized HR tactics.
- Transformed HRIS from a DOS-based Ceridian system to Kronos, to improve performance metrics.

Senior Human Resources Regional Manager (2003-2004)

HR Regional Manager (2001-2000) | **HR Generalist** (2000-2001)

Brought on board as a junior member of the HR team, progressing through continually increasing responsibilities while facilitating growth. Rapidly developed broad HR expertise including recruiting, onboarding, training, benefits, compensation, performance management and problem resolution.

- Accelerated talent management by developing new management training modules and formal mentorship program. Created the company's first-ever online training and onboarding processes.
- Improved internal communications on pay and benefits by liaising with senior management, employee committees, insurance administrators and focus groups.

Foundational background in Human Resources including Assistant Director of HR at the Radisson Hotel Chicago.

EDUCATION & PROFESSIONAL DEVELOPMENT

MBA in Human Resources
VALPARAISO UNIVERSITY
Graduated summa cum laude

BS in Human Resources & Business Administration
UNIVERSITY OF TEXAS, AUSTIN
4.0 GPA | Alpha Sigma Lambda Honor Fraternity

Member: SHRM, Society for Human Resource Management

Technology: ADP HR Perspective, Ceridian, Crystal Reports, E-Time, Kronos (HR/PR/WTK & Scheduler), SAP & Microsoft Office Suite.

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