**KATHRYN VON BEHREN**

**OBJECTIVE**

Employment in the field of Human Resources to contribute to the professional development of employees through my experience in employee on-boarding, compensation and employee relations and my ability to manage multiple projects while taking part in positive, team-oriented work environments.

**EDUCATION**

Marquette University

**Master of Science Human Resources (M.S.H.R.) –** Anticipated Graduation: May, 2009

* **Cumulative GPA: 3.75**

University of Wisconsin – Milwaukee

**B.B.A., Human Resources Management –** December, 2004

* **Cumulative GPA: 3.44**
* **2004 National Dean’s List, Dean’s List (5 semesters)**

**PROFESSIONAL EXPERIENCE**

**Medical College of Wisconsin -** Milwaukee, Wisconsin– 6/2006 – Present

HR Generalist - Support general human resource functions for the College including recruiting, compensation, benefits and training.

* Perform recruitment and selection including interviewing, advertising job openings, screening, performing reference checks for all levels of clinical, research, technical and administrative and managerial positions
* Provide compensation offers for new hires
* Create job descriptions in partner with department hiring mangers
* Introduce new employees to the company through New Employee Orientation which explains MCW history, mission, rules of conduct, employee benefits, career development, and other guidelines
* Maintain a thorough understanding of employment related laws including but not limited to OFCCP, EEO, FLSA, FMLA, ADA and more to serve as resource to departments to provide an understanding of how these laws apply to their activities.
* Participate in various Human Resources projects including implementation of an Applicant Tracking System (Taleo), tracking data in the HRIS system (Oracle), upgrading on-boarding practices, sourcing HR internal team training opportunities
* Build relationships with community organizations such as Interfaith, the HIRE center and UMOS

**The Waterstone Group -** Mequon, Wisconsin – 5/2005 – 6/2006

Recruiter – Performed time sensitive recruitment through advertising, interviewing, screening and selecting of Engineers, Designers and Drafters for technical positions.

* Screened, selected and interviewed qualified applicants and ran reference checks
* Conducted employee handbook orientation including benefits explanation and enrollment
* Managed advertisement development, evaluated and determined effective advertisement sources
* Tracked and monitored advertising budgets
* Developed and maintained relationships with managers and candidates in regional market

**Independence*First* -** Milwaukee, Wisconsin

Human Resources Intern - Summer 2004

* Screened/selected qualified applicants, contacted and shadowed interviews
* Completed applicant reference checks and background checks
* Assisted in terminating employees