

# KIMBERLY A. BENJAMIN - PHR

65 CADILLAC SQUARE SUITE 2200 • DETROIT, MI 48226

PHONE: (586) 718-2571 • EMAIL: KBENJAMIN@HRSTRATEGIESPLUS.COM

## OBJECTIVE

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To obtain a Human Resource Consultant position with an innovative organization that will allow me to utilize my educational and 16 years of professional experience in human resources while providing opportunities for continuous career advancement.

## SUMMARY OF QUALIFICATIONS

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- Certified human resource professional with experience in developing and implementing cost effective business solutions in corporate, divisional, and plant environments to support company objectives
- Excellent interpersonal, communication, and team-building skills with sensitivity to cultural differences
- Effective organizational skills with ability to maintain productivity in fast-paced work environments
- Strong leader with the ability to develop & empower individuals to achieve maximum potential
- Successfully developed critical initiatives and process that received positive attention from Ford Motor Company Human Resource Group Vice President and other key Executives that resulted in being identified as "A Benchmark" for the entire organization
- Received Ford Motor Company Growing HR Award in September 2002 for implementation of successful diversity and worklife initiatives across the organization
- Led survey team that improved employee participation rate from 38% in 2000 to 93% in 2004
- Implemented 100% of personnel audit recommendations within one year
- Received Personnel Agency License from the State of Michigan Agency Board in March 2003
- Member of the Society of Human Resource Management (SHRM)
- Member of the Human Resource Association of Greater Detroit (HRAGD)

## PROFESSIONAL EXPERIENCE

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### *Consultant*

6/3/2001 - Present

Be Blessed Career Consulting Inc. Southfield, MI 48037

- Oversee all human resource needs for Cornerstone Schools (5 campuses, approximately 175 employees)
- Career Coach and Job Search Professor at Concordia University in Ann Arbor Michigan
- Coordinated over 110 Entrepreneurial Seminars for the International Detroit Black Expo
- Established Career & Entrepreneur Coach aired on various local television and radio stations
- Author and Self-Publisher of two books titled, *How to Be Highly Favored and Empowered to Prosper in Your Job Search Book and Workbook*, Self Published June 2005
- Producer of *Has God Given You a Business Idea Workshop 3 Hour DVD and 13 Part DVD Series*

### *Human Resource Diversity Manager*

1/5/01 – 1/5/06

Ford Motor Company Dearborn, MI 48126 (Contract by: Mentor 4 Inc.)

- Coordinated Diversity and Worklife Integration Initiatives for four organizations (23,000 employees)
- Facilitate Focus Group and Skip Level Meetings for three Vice Presidents
- Organized 6 Diversity Council Business Planning Off-sites for local Diversity Councils
- Coordinated 10 quarterly Bill Ford (CEO of Ford Motor Company) Employee Forums for 500 employees
- Updated Diversity and Worklife Integration Web site and evaluate team for effectiveness annually
- Coordinated Quarterly Vice President Diversity and Worklife Council Meetings
- Developed a 4 Year Diversity and Worklife Business Plan and Master Schedule and ensured implementation into daily processes
- Provided external benchmark data to the team for future development of programs and initiatives
- Administered Worklife Integration Survey that was benchmarked by the Corporate Diversity Office
- Provided videotapes, books and other resources to local council members to increase awareness around diversity, worklife integration and inclusion
- Approved diversity council programs and initiatives to ensure alignment with the Ford Motor Company Corporate Diversity and Worklife Strategy
- Ensured supervisors and executives have the diversity objective on their personal performance reviews
- Analyze diversity metrics quarterly to ensure improvement in needed areas within the organization

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## ***Human Resource Representative***

11/16/99 – 8/18/00

General Motors Corporation Headquarters, Detroit, MI 48243

- Managed GM Summer Intern Program and New Hire On-boarding Program for salaried employees
- Conducted new hire orientations, scheduled interviews and training for world headquarter customers
- Filled over 30 requisitions with new hires for customers with available positions

## ***Corporate Human Resource Administrator***

2/8/98 – 11/9/99

ITT Industries, Auburn Hills, MI 48326

- Administered benefits to eligible employees during Annual Open Enrollment Period
- Developed and implemented Succession Plan Program for key employees located in the Headquarter Bldg.
- Reviewed, analyzed, graded and approved job descriptions for salary rate purposes
- Hired approximately 80 engineers, managers, analyst, buyers, and other key personnel within 15 months
- Created job fair table top display and cost matrix for minority advertising campaign
- Created 2 Affirmative Action Plans and oversaw diversity recruitment for World Headquarters
- Managed training and development for approximately 300 employees
- Created Supervisor Interviewing Manual, FMLA and COBRA packages for eligible employees

## ***Human Resource Specialist***

6/10/96 – 1/16/98

LucasVarity – Kelsey Hayes, Detroit, MI 48238

- Developed Diversity Training Program Manual, HR Reference Book and Video Library
- Created Corporate Office Employee Handbook, New Hire Orientation Manual and Mentor Program
- Oversaw plant-wide electronic name badge program and conducted monthly plant-wide safety tours
- Created QS-9000 Training Matrix and Salaried Employee Job Assessment Forms for audit purposes
- Partnered with United Automotive Workers (UAW) Committee to reduce plant employee absenteeism
- Investigated EEO Complaints and oversaw 3<sup>rd</sup> Step Grievance procedures with Plant HR Manger

## ***Manager***

6/8/93 – 6/3/96

Toys-R-Us Company, Lansing, MI 48911

- Created Management Internship Training Program Manual
- Conducted performance reviews and attended local job fairs to recruit new hires for stores in Michigan
- Hired, trained and terminated seasonal employees for all areas throughout the entire store
- Developed store-wide employee idea/comment box program to improve employee morale and retention

## ***Assistant Store Manager***

6/8/92 – 6/4/93

Wal-mart Stores Incorporated, Flint, MI 48532

- Hired over 50 employees for opening of 2 new stores throughout the State of Michigan
- Managed 10 departments, oversaw 30 employees and opened/closed store on a daily basis

## **TRAINING COMPLETED**

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|------------------------------------|-----------------------------|-------------------------------|
| ▪ Corporate Records and Retention  | ▪ Inclusion at Work Class   | ▪ Effective Management Skills |
| ▪ Understanding Employee Retention | ▪ PeopleSoft HR Basics      | ▪ Total Quality Management    |
| ▪ Diversity Awareness Training     | ▪ New Recruiter Training    | ▪ Theory of Constraints       |
| ▪ Men and Women as Colleagues      | ▪ HR Data Warehouse Systems | ▪ Business Writing            |

## **EDUCATION**

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**Wayne State University**, Masters of Arts in Industrial Relations Degree Received on December 18, 1997

**Michigan State University**, Labor Industrial Relations & Human Resources classes completed in 1995

**Eastern Michigan University**, Bachelor of Science Degree Received on April 25, 1992

## **SOFTWARE**

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|------------------------|-------------------|------------|-----------------------|--------------|
| ▪ Microsoft Word       | ▪ Microsoft XP    | ▪ Infinium | ▪ Microsoft Publisher | ▪ Front Page |
| ▪ Microsoft PowerPoint | ▪ Microsoft Excel | ▪ Outlook  | ▪ HR Data Warehouse   | ▪ PeopleSoft |