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Professional Work Experience

11/12 to Present Job Development Resale Center, LLC (JDRC)
CEO/Director of Operations/Owner of Center to incentive and motivate individuals with barriers to employment in a Resale Training environment. Job Development of connecting individuals needing employment with the community by providing a link to employment,

12/97 to 04/11 **Goodwill Industries of SE WI Milwaukee, Wisconsin**
(Nation's largest comprehensive workforce development agency – Goodwill provides work opportunities and skill development for people with barriers to employment.)

Corporate Manager of Benefits, Compensation and Wellness (2009 – Present)
Responsible for the Administration of corporate benefits, review of all 403b plan documents, record minutes of Retirement fiduciary responsibility, monitor and review medical plans and usage, set up and implement wellness program to reduce benefits costs, monitor billing for all benefit costs, administer COBA, review and negotiable with vendors in reference to the richness and cost of broker recommended plans, monitor and analyze salary surveys, meet with vendors and analyze products; contract vendors for prevailing wage studies, write and review administrative policies, analyze and write job positions for level, exempt/non-exempt status, Duties also included Facilities Security Officer, etc.

Director of Human Resources – Great Lakes (5/2006 – 1/2009)
Same duties as Assistant Director except responsibility included more writing of Standard Operating Procedures, Employee Relations training for supervisor and managers, policy handbook writing and training for employees, preparation for government and state audits; benefit administration at Great Lakes, oversight for the administration of benefits based on various contracts.

Assistant Director of Human Resources (2003 – 2006)
Responsible for Human Resources (1700 employees) at Goodwill – Great Lakes, Illinois Mediate and negotiate employee claims with IDHR, outside legal counsel and employees. Represent Goodwill at unemployment hearings and employee relation's matters. Review and monitor Worker's compensation return to work and follow up treatment visits as needed. Responsible for recruitment and staffing (700 individuals hired in 3 months to service a new Food-Service contract.) Direct report staff was responsible for corrective action review, supervisory and sexual harassment training. Investigate and recommend solutions to EEOC charges. Attend monthly employee meetings to facilitate, motivate and build employee's morale. Orientation for staff at all levels to familiarize employees with the agency. Advice and counsel managers and supervisors in reference to employee's relations issue.

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Consult with management in reference to organizational structure, promotions and terminations. Write/update and evaluate job descriptions. Conduct and respond to salary surveys. Monitor and advise safety team. Review and monitor the validity of safety claim documentation. Lost time decreased by 27% with a 19% employee increase. Review and update safety SOP.

Update and Create employee handbooks. Support benefits initiatives. In this position directly responsible for four (4) professional positions and one (1) support position.

Manager of Human Resources – Goodwill Great Lakes (99 – 2003)

Position consisted of extensive employee relations, recruitment, employee orientation and benefit interpretation.

1997 – 1999 Goodwill - Employment Solutions, Inc,

Responsible for extensive recruitment, interviewing and employee relations support in reference to Job Center North, Goodwill Stores and the opening of Job Center – Northwest. Created and updated employee handbook.

5/94 to 12/97 Homes for Independent Living (HIL) Waukesha, Wisconsin - a division of Oconomowoc Residential Programs – Waukesha/Milwaukee County based organization specialized in Group Homes for individuals with disabilities and supported living for seniors.

Employment supervisor

Responsibility included recruitment of Group Home counselors and managers for supervising and supporting individuals with developmental disabilities.

Rehabilitation counselor – This position involved helping residents with daily living skills to make positive life choices. Reviewed and updated Individual plans. Assisted and helped residents to integrate into the community through jobs or community activities.

5/93 to present Set-up Federal ID number for **Career Academy Resource (CAR)** – too provided interviewing skill development, counseling and self-esteem coaching for unemployed or underemployed individuals to make positive career or job choices. Some of the assignments have included “HR Consultant” for the opening of “Milwaukee Job Development,” Microsoft Excel and Word instructor for MATC for AC-Delco; substitute teacher at Milwaukee Spectrum alternative school for at risk high school students.

5/72 – 5/93 **Banking Industry, Milwaukee Wisconsin** – (Banc One (stated as Marine Bank, now Chase) – **Human Resources Officer** and FIRSTAR (started as First Wisconsin) – **HR Consultant**) Started in operation’s area processing checks, payroll and accounting. The career advancement track includes the following promotions: Personnel records, HRIS systems specialist, Jr. Staffing Specialist, HR Generalist, HR Officer and Consultant throughout the 15 years in banking.

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HR duties included personnel records, interviewing, college recruitment, exit interviews, retirement benefits calculations and review, AAP, exit interviews, training, HRIS system data set-up and update, community activities, safety and training, etc. Additional responsibilities were in payroll, accounting A/R, and A/P.

Educational Experience

Cardinal Stritch University – Milwaukee, Wisconsin.

Master Degree in Management – Thesis emphasis on individual motivation and morale
Bachelor Degree – Personnel Management

Marquette University – Milwaukee, Wisconsin
(Undergraduate credits)

MATC - Milwaukee, Wisconsin

Associate in Arts – Banking and Finance

MPS (Milwaukee Public School)

Military

Wisconsin Army National Guard

Personnel Specialist – Reviewed and updated personnel files and retirement service records; typed orders

NCOIC in charge of Chemical; NCOIC of Labor relations (Several awards and Ribbons – Lasting Response – California, Major Richard I. Bong Award, Noncommissioned Officers (NCOIC) diploma, Battalion Training Management System (BTMS) - Trainer

Other Community and business organizations

WELCOA (Wellness Organization of America)
SHRM (Society of Human Resource Management)
Milwaukee Branch NAACP
City of Milwaukee Ethics Board
North Chicago Chamber of Commerce
Milwaukee Urban League
MATC – Business Advisors
United Ushers Chorus
Fifer Community Choir
Corinth MBC – Ushers and Nurses
UPAF

Certificates and Awards

NISH – Institute for Leadership, Performance & Development
(Federal Compliance)

Advance Human Resources Symposium - Certificate

Goodwill - Most Valuable Performers – 700 hired and dedication to teamwork.

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ServSafe Certification – National Restaurant Association
Department of Health and Social Services – CBRF Fire Safety
FIRSTAR – Business of Human Resources
United Ushers Association of Wisconsin – Transportation co-chairperson
Illinois Dept of Human Rights – Conflict Resolution/Interpersonal Skills
Illinois Dept of Human Rights – EEO Non-Discrimination Workshop
Illinois Dept of Employment Security – Employee Drug Use Recognition
Private industry Council – Job fair overwhelming success
H&R Block – Basic Income Tax Preparation
YWCA – Careers in Banking
Data Base, Inc.
MATC – Banking and Financial Services Advisory Committee
FPMA – Board Member
Milwaukee Habitat for Humanity, Inc. – Volunteer
Central City Project – Job fair participation
Junior Achievement – HS Recruiter
Black Leadership Conference
Toastmasters International – Charter Member
Girl Scouts of America – Park lawn – Leader