Marguerite A. Kline, SHRM-CP, PHR

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**Professional Summary:**

Human Resources professional with 20 years of HR management experience, specializing in manufacturing and service industries with strengths in Employee Relations, Labor Relations, Collective Bargaining, Compensation and Benefits, Recruiting, Safety, and Payroll.

**Professional Experience:**

**Human Resources Manager**

**Remcon Plastics Inc.**

**Reading, Pa 19602 (Sept. 2017 – Current)**

Manager HR functions for privately held plastics manufacturer, including payroll, benefits, recruiting and on boarding, and safety committee chair. Process payroll weekly. Manage recruiting activities including interviewing, selection and on-boarding for all new hires including background checks, employee orientation, I 9 and ICE compliance. Complete requests by Unemployment, Domestic Relations and other governmental agencies, including employee complaints. Represent the company at hearings. Administer benefits, enrollment and open enrollment meetings. Responsible for all work comp reports including OSHA logs and any investigations. Plan and coordinate employee events.

**Noteworthy Accomplishments:**

Implemented new payroll system.

Automated temp employee agency timekeeping and billing process.

Safety Committee Chair

**Human Resource Director**

**Joe Jurgielewicz & Son, Ltd.**

**Hamburg, PA 19526 (Jan. 2011 -August 2017)**

Manage HR functions for this privately-held food manufacturing and food processing organization. Oversee all payroll functions; plant safety activities; conduct safety training, risk management. Manage recruiting activities including interviewing, selection and on-boarding for all new hires including background checks, employee orientation, I 9 and ICE compliance. Answer any questions and/or requests by Unemployment, Domestic Relations and other governmental agencies, including employee complaints. Represent the company at hearings. Administer benefits, enrollment and open enrollment meetings.

**Noteworthy Accomplishments:**

Implemented improved timekeeping system for all plant-based employees.

Developed and implemented improved successful Performance Appraisal System.

Implemented first drug and alcohol policy in company history.

Developed and implemented consistent disciplinary procedures.

Launched new employee handbook project in both English and Spanish.

Revamped hiring paperwork and procedures added temporary agency to fill open positions in plant.

**Human Resource/ Office Manager** –

**Lasting Image Promotional Products**

**Sinking Spring, PA 19608 (May 2009 – Sept 2010)**

Manage HR functions and office management, including safety, payroll, and recruiting.

Oversee Customer Service Department.

**Noteworthy Accomplishments**

Created job descriptions for all positions including sales department.

Updated procedures manual.

**Human Resource Manager**

**Dietrich's Milk Products, a Division of Dairy Farmers of America,**

**Reading, PA 19605 and Middlebury Center, PA 16935 (May 1998 – April 2009)**

Managed all HR functions for two union dairy processing plants. Chief Spokesperson for contract negotiations and grievance and arbitration activities. Safety coordinator and trainer.

Recruitment, employee orientation. Managed a staff of 6 office personnel.

**Noteworthy Accomplishments**

The Reading Plant achieved 4 ½ years of no “lost time” safety status, thru safety incentives and training.

Negotiated the first 5 year CBA contract in company history.

Implemented the Work Keys program to hire more qualified candidates.

Reduced union grievances by 50 % each year.

Implemented Drug and Alcohol Program company-wide.

Wrote and distributed new Employee Handbook, including revised policies as warranted by new employment laws.

**Clerical Support/ Office Manager** –

**The Bottom Line, Kempton, PA 19529 (Nov 1997 – May 1998)**

Clerical support to 10 accountants, calculated daily payroll sheets and verified bank reconciliations.

**HR Administrative Assistant/ Office Manager**

**Wright’s Knitwear Corp., Hamburg, PA 19526 (Dec 1975 - Nov 1997)**

Managed office staff of 10 employees, Calculated piece rate payroll for 275 plus employees daily. Administered 5 health care plans to plant employees. Chairperson of plant safety committee. Responsible for banking deposits daily. Recruited, interviewed, hired, and orientation of new employees.

**Noteworthy Accomplishments**

Cross trained all office personnel.

Did whatever was needed to help all departments succeed in shipping orders, even learned to sew!

**Skills Include:**

Microsoft Office- Word, Excel, PowerPoint, Outlook

Proficiency with various Payroll/Timekeeping Systems including Kronos, ADP, Ceridian, Paytime, and Paychex.

**Certifications:**

 SHRM Certification SHRM-CP – Current – Past President

Professional in Human Resources Certification PHR - Current

 Human Resource Certificate - Manufactures Association of Berks County

Certified in OSHA Management- 10 hour Safety Certificate

Certified in Drug and Alcohol Program - Reasonable Suspicion

**Current:**

 Current Board Member of PA Workforce Development – appointed by Gov. Tom Wolf