# MS. NICOL D. SAVOY

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## EDUCATION

**UNIVERSITY OF NEBRASKA AT LINCOLN: LINCOLN, NE-2007**
*Ph.D. Coursework in Management, Leadership, Administration and Training*

**UNIVERSITY OF OKLAHOMA AT NORMAN: NORMAN, OK-1999**
*Master of Human Relations with an emphasis in Human Resources and Counseling 4.0 GPA*

**UNIVERSITY OF NEBRASKA AT LINCOLN: LINCOLN, NE-1994**
*Bachelor of Science in Human Resources and Family Studies*
*Internship, Lincoln Police Department-Victim Witness Unit*

## PROFESSIONAL EXPERIENCE

**ZEMAN HOMES, MOBILE MANAGEMENT CO., INC. (LOOKING FOR CHALLENGING OPPORTUNITY)**
**HR AND SAFETY MANAGER/PAYROLL**
**CHICAGO, IL-MARCH 2013-MAY 2016**

- Recruit staff, conduct interviews, perform background checks, drug screens
- Compile personnel files
- Conduct safety training sessions
- DOT physical cards management
- Complete OSHA log and adhere to any applicable regulations
- Manage work comp and accident files
- Administer company benefits package to include insurance and 401K
- Monitor employee attendance
- Administrative work as assigned by CEO, CFO and VP
- Process payroll (Paylocity), multi- state, multi -unit
- Coordinate Fair Housing Training
- Coordinate employee recognition programs
- Coordinate and oversee Wellness Program
- Ensure disciplinary process is upheld
- Handle legal employment claims
- INTRANET
- Employee recognition

**TRI AIR TRANSPORTATION/LARSEN LEASING (NATIONALEASE)**
**HR GENERALIST/SAFETY SPECIALIST**
**BENSENVILLE, IL-OCTOBER 2011-MARCH 2013**

- Recruited staff, conducted interviews, performed DOT compliant background checks
- Compiled personnel and DOT files
- Assisted in pre- employment drug screening and random tests
- Coordinated Hours of Service Driver Log sheets
- Conducted safety training at employment to include: forklift safety, driver safety from pre-trip inspections to proper loading of freight
- Conducted quarterly safety meetings
- Reported all accidents following procedures
- Conducted required HAZMAT training
- Implemented Safety Incentive Program
- Completed Reasonable Suspicion Training
- Completed Safety Audit
- FMCSA monitoring

- Completed OSHA log and adhered to any applicable regulations
- Managed work comp and accident files
- Compiled safety trainings on power point for leasing customers
- Administered company benefits package to include insurance and 401K
- Monitored employee attendance
- Payroll (Payroll Processors)
- Administrative work as assigned by CEO and VP

**SPARKS AND ASSOCIATES INC. /WOODFIELD MANAGEMENT**
**(MANAGING AGENT FOR APARTMENTS AND CONDOMINIUM CONVERSION COMPANY)**
**ROLLING MEADOWS, IL-SEPTEMBER 2004-SEPTEMBER 2010;** *(CLOSED THE BUSINESS SEPTEMBER 2010-APRIL 2011)*

**DIRECTOR OF HUMAN RESOURCES/PAYROLL ADMINISTRATOR**

### HUMAN RESOURCES/OFFICE MANAGEMENT

- Recruited prospective employees utilizing interviewing skills and analysis of screening instruments
- Established and maintained employee handbook based on nondiscrimination, affirmative action, equal opportunity, wage and hour, FMLA and OSHA legislation.
- Conducted safety trainings for office staff and maintenance/pool staff
- Developed and maintained payroll budget
- Negotiated and administered annual benefits package to include health insurance, 401k, PTO
- Maintained all personnel files in accordance to State and Federal regulations
- Calculated and processed payroll for a mid-sized employer (ADP) multi-unit
- Conducted in-house enrichment trainings (7 Habits Highly Effective People)
- Completed audits/hearings for 401k, work compensation, unemployment, Department of Labor, EEOC, immigration sponsorship, State license board complaints
- Customer Service for work orders, receivables/payables

**ST. MONICA'S TREATMENT CENTER: LINCOLN, NE- JANUARY 2002-AUGUST 2004**
**COUNSELOR-PROJECT MOTHER AND CHILD RESIDENTIAL PROGRAM (MENTAL HEALTH AND SUBSTANCE ABUSE)**
*JANUARY 2002-AUGUST 2004*

### COUNSELING/CASE MANAGEMENT
- Provided individual and group therapy for dual diagnosis clients in long-term care, treatment planning based on Gallup Strengths, case management and career counseling
- Assisted staff with on-site daycare facility
- Presented educational groups on mental health, substance abuse, trauma, living skills
- Completed assessments for mental health and substance abuse
- Clinical documentation; prepare for clinical audits for CARF
- Worked closely with Probation, CPS and legal entities
- Supervised student interns/volunteers as needed
- Supervised clinical support staff, to include processing time sheets for payroll
- Trained support staff on mental health diagnosis and techniques working with clients

**CENTER POINTE TREATMENT CENTER: LINCOLN, NE-SEPTEMBER 1998-DECEMBER 2001**
*(ONE YEAR INTERNSHIP INCLUDED)*
**COUNSELOR FOR ADULT MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT PROGRAMS**

### COUNSELING
- Worked with dual diagnosis adult clients in outpatient care and primary residential care
- Conducted individual and group counseling sessions, facilitated educational groups
- Clinical documentation

**NEBRASKA STUDENT LOAN PROGRAM, INC.: LINCOLN, NE-JANUARY 1995-SEPTEMBER 1999**
**STUDENT LOAN SPECIALIST II COLLECTIONS UNIT (COORDINATOR OF FEDERAL OFFSET)**

**STUDENT FINANCIAL AID CONSULTANT**
- Advised students of student loan documents previously executed by customer
- Informed students of FASFA documents and procedures
- Reviewed default loan accounts to determine seizure of Federal Tax Refunds
- Ensured compliance with the U.S. Department of Education regulations
- United Way Chair

## MEMBERSHIP/LICENSURE

- Certified Pool Maintenance, Illinois
- University of NE Alumni Association, Chicago Chapter
- Phi Mu Alumni

## SOFTWARE EXPERIENCE

- PROFICIENT IN MICROSOFT OFFICE (WORD, EXCEL, POWER POINT)
- PROFICIENT IN GOOGLE PLATFORMS
- LOTUS NOTES-SPSS
- TRUCK-MATE
- ADP PAYROLL FOR WINDOWS WITH HRIS MODULES
- PAYLOCITY PAYROLL AND HR SYSTEM
- KRONOS TIME PROCESSING PROGRAM
- QUICKBOOKS 2010
- YARDI PROPERTY MANAGEMENT SYSTEMS
- OSCAR SYSTEMS

## VOLUNTEER WORK

- ALDRIN PTA (INCLUDES BOARD MEMBERSHIP)2002-2004
- A WALK TO REMEMBER: APRIL 2016 CHICAGO POLICE MEMORIAL FOUNDATION
- RESIDENT REPRESENTATIVE AT COM ED EXPANSION MEETINGS- ROSELLE, IL