First Name Last Name

City, CO | ###-###-#### | email@gmail.com

**Career Objective:** To obtain a position as a Area Director of People & Culture through integrity, hard work, creativity, inclusivity, and extensive knowledge. As well as to fully utilize my experiences from three full hotel renovations, multiple hotel management positions, training and development programs, and leadership within the community and company, while also bringing a positive and upbeat attitude in order to grow with your company and team.

**Accomplishments, Certifications, and Awards Received:**

* **SHRM Certified Professional**
* **Community Award for Stonebridge Companies**
* **Manager of the Quarter**
* **Dedication to Service Award from Stonebridge Companies**
* **TIPs Trainer Certification**
* **Careers Pillar Award Winner Q3 2023**

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**Work Experience**

**Training Manager/Human Resources Manager** *Sep 22 – Present*

*Stonebridge Companies: Denver, Colorado*

* Created annual AGM Forum to train, develop, and inspire AGMs to prepare for GM roles - coordinated with multiple departments and speakers to create a 2-day event
* Created Aspiring Leaders training curriculum for AGMs: Accounting, Operations, Safety/Facilities, HR, Sales, F&B, Risk/Legal, and Revenue - Launched January 1, 2024
* Located, customized, and launched LMS Platform for safety and compliance training, saving company $20,000
* Standardized multiple processes and procedures relating to HR and training

**Human Resources Manager**  *Oct 20 – Sep 22*

*Environmental Designs: Henderson, Co*

* Managed Human Resources processes for company of 250+ employees
* Created and formalized trainings and processes for: safety, payroll management, commissions, interviewing, recruitment, benefits management, and EEOC compliance
* Head of Culture Committee and Safety Committee
* Managed workers compensation claims

**Human Resources Manager** *Jun 18 – Oct 20*

*Boulder Marriott (Stonebridge Companies): Boulder, Colorado*

* Managed and streamlined recruitment and onboarding process
* Standardized new hire training for all departments
* Created programs to increase employee and community engagement and morale
* Training of management and associates to meet brand/company standards compliance
* Employee Relations Champion: address and respond to associate inquiries and issues

**Director of Rooms** *Oct 17 – Jun 18*

*Boulder Marriott (Stonebridge Companies): Boulder, Colorado*

* Responsible for Front Desk and Housekeeping: onboarding, recruiting, standardizing training with goal of meeting audit and GSS standards
* Trained on and executed implementation of GXi: inter-hotel and guest communication platform
* Began and completed full hotel renovation

**Guest Service Manager/Executive Housekeeper** *Aug 14 – Sep 17*

*Morgantown Marriott (Stonebridge Companies): Morgantown, West Virginia*

* Leader of Community Service Team
* Responsible for all Front Desk, Valet, Night Audit, and Housekeeping
* Began and completed the full renovation and transition to Marriott while maintaining high GSS cleanliness scores above 90% and 15 points above brand

**Guest Service Manager** *Jan 14 – Aug 14*

*Residence Inn (Stonebridge Companies): Loveland, Colorado*

**Front Office Manager** *Sept 12 – Jan 14*

*Fairfield Inn & Suites (Stonebridge Companies): Loveland, Colorado*

**Night Auditor** *Jan 11 – Sept 12*

*Residence Inn (Stonebridge Companies): Loveland, Colorado*

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**Education**

**Associates Degree in Psychology,** *Brigham Young University – Idaho*