

# **BOBBI WITT, PHR, SHRM-CP**

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## **Human Resource Professional**

**HR Leadership  
Recruitment  
Employee Relations  
Performance Management**

**Legal Compliance  
HRIS/ATS  
Training  
Customer Focused**

### **WORK HISTORY**

**Regional Human Resource Manager, Company Kitchen, Merriam KS** **2015-2020**

- Collaborated with frontline managers providing HR expertise to 50 locations across four states as well as Kansas City based distribution center (combined 500 total associates).
- Provided full life cycle recruiting activities including posting, screening, interviewing and onboarding for exempt and non-exempt positions.
- Managed an active flow of open positions routinely averaging 30-40 requisitions.
- Consulted with field managers providing problem solving and investigative skills for a high volume of employee relations issues resulting in reduced legal exposure.
- Interpreted company policies and procedures and led compliance across four states regarding local, state and federal laws and regulations.
- Assisted line management in annual performance evaluation process advising on correct procedures, reviewing completed documents and inputting data.
- Led annual management training on topics of Equal Employment, Anti-Discrimination, and Harassment.

**Human Resource Manager, Russell Stover Candies, Kansas City, MO** **2004-2015**

- Partnered with retail management at 50 locations throughout the United States and the field sales group (250 total associates) on all HR matters.
- Spearheaded posting, screening and interviewing activities for exempt and nonexempt associates while monitoring related expenses.
- Played key role in talent acquisition activities for six new store openings.
- Participated in store closing operations, responsible for in-person communications with associates at five underperforming stores.
- Designed a process with support from IT to transition paper resumes/cover letters to an electronic system resulting in significant time and financial savings.

- Served as a key link between retail management and associates to resolve work-related problems in a timely manner.
- Completed annual Affirmative Action Plan for retail business sector and developed outreach activities where needed to improve performance towards goals.

### **EDUCATION & PROFESSIONAL CREDENTIALS**

MA Degree - Human Resource Development, Webster University, Kansas City, MO

BA Degree - Sociology & Administration of Justice, Rockhurst University, Kansas City, MO

Professional in Human Resource Certification (PHR)

Society for Human Resources, Certified Professional (SHRM-CP)

### **PROFESSIONAL AFFILIATIONS**

Member - Society for Human Resource Management

Member - Society for Human Resource Management of Greater Kansas City

### **TECHNOLOGIES**

MS Office; PeopleSoft; ADP; Paycor; Newton