

# ROYCE MARTIN

## HUMAN RESOURCE DIRECTOR



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Dynamic Human Resources Professional with eleven (11) years of experience. I bring a vast knowledge of training, onboarding, interviewing, compensation, and benefits. I can motivate others to rise to their full potential. Champion of diversity, equity, inclusion, and strategic partnership in retention and empowerment.

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### EXPERIENCE

#### HUMAN RESOURCES CONSULTANT

*Jun 2023 - present | Trabon Group and Journey to New Life, Kansas City, MO*

- **Revamped HR Policies and Procedures:** Collaborated with leadership to revise handbooks, ensuring fairness and inclusivity. Streamlined onboarding for staff and volunteers. Developed SOPs for all HR processes.
- **Championed Diversity and Safety:** Implemented a sexual harassment policy and advocated for sensitivity training. Fostered a safe and inclusive work environment.
- **Ensured Compliance and Efficiency:** Audited HR processes for DOL compliance. Updated payroll systems and streamlined data reporting. Mastered departmental timekeeping and billing software.

#### PLANT HUMAN RESOURCES MANAGER

*Jun 2022 - Jun 2023 | Plastic Omnium, (a multinational conglomerate), Kansas City, KS*

- **Cultivated High-Performing Workforce:** Championed internal talent development and retention strategies, fostering a culture of P.U.R.P.O.S.E.-driven empowerment.
- **Strategic HR Leadership:** Implemented succession planning to ensure business continuity. Forecasted industry trends and prepared for fluctuations in the automotive sector. Successfully managed KPI goals across HR functions.
- **Diversity, Equity & Inclusion Champion:** Increased employee engagement through CSR initiatives. Mentored women leaders and promoted DEI principles.
- **Effective Communicator & Technology Adept:** Led communication strategy, emphasizing proactive approaches. Proficient in ADP, eTime, Microsoft Office Suite, Zoom, Teams, Enablon, and other software.
- **Data-Driven Decision Making:** Utilized analytical thinking to interpret data for continuous improvement (1% better everyday mentality). Collaborated with departments to achieve CSR goals in safety, environment, and social responsibility.

#### HUMAN RESOURCES COORDINATOR/TALENT ACQUISITION SPECIALIST

*Jul 2020 - Jul 2022 | Diverge Vehicle Innovations, Kansas City, KS*

- **Full-Cycle Talent Acquisition & Management:** Sourced, recruited, and onboarded top talent for four manufacturing plants (100+ employees). Managed payroll, timekeeping, and employee records in ADP. Ensured I-9 compliance for new hires.
- **Streamlined HR Processes:** Utilized Bamboo ATS for applicant tracking and SharePoint for document management across seven states.
- **Employee Engagement & Performance Management:** Conducted new hire orientations, oversaw performance reviews, and implemented employee engagement initiatives (Love It Awards).

Administered disciplinary actions and ensured effective shop floor communication with leadership.

- **Compliance & Safety Expertise:** Managed unemployment claims, workers' compensation, and terminations. Monitored safety protocols and facilitated training through Docebo, Concur, and Clearstar.
- **Data-Driven Decision Making:** Tracked diversity & inclusion metrics and reported on benefits. Utilized Rhythm for KPI and goal management.

#### **HUMAN RESOURCES GENERALIST (CONTRACT)**

*Nov 2019 - Aug 2020 | Spectrum Brands, Inc., Edgerton, KS*

- **Full-Cycle Talent Acquisition & Management (600+ Employees):** Managed staffing agency hiring, placements, and onboarding for a large warehouse operation. Conducted new hire training and enforced COVID-19 safety protocols. Utilized Workday, Dayforce, Avigilon, Okta, and Accurate Background for comprehensive personnel management.
- **Streamlined HR Processes:** Developed efficient systems for corrective action reporting (Excel) and badge creation/access control. Monitored attendance for accurate payroll.
- **Employee Engagement & Retention Specialist:** Increased full-time workforce by converting contract workers. Championed employee engagement initiatives and achieved an industry-leading 88/12 new hire vs. temporary worker ratio. Analyzed workforce data to optimize staffing strategies.

#### **UMPIRE/REFEREE**

*Jan 2014 - present | Topeka Premier Umpire Association, LLC, USA Volleyball, KSHSAA, State of Kansas and Missouri*

- Officiated Kansas Scouting College Softball and various levels of high school Volleyball (Sub-State/State Games, Regionals) - (2017-Present)
- Umpired Men's Class D Northern Championship Tournaments (Softball) - (2016, 2018)
- Officiated a range of Volleyball classifications including Class 1DA-II, 4A, and 5A (2017-2021)

#### **WORKFORCE SUPPORT SPECIALIST**

*Oct 2018 - Sep 2019 | BNSF, Topeka, KS*

- **Railroad Operations Expert:** Executed trainmen scheduling for over 20,000 personnel using the TSS System. Possess in-depth knowledge of navigating railroad plans across a vast 38,500-mile track network.
- **Multi-Craft Proficient:** Specialized in the outbound railroad craft while maintaining a strong understanding of inbound operations.
- **Exceptional Communication & Customer Service:** Consistently maintained excellent communication and provided exceptional customer service to all levels of management, including train yard employees (TYE) and upper management.
- **Safety Advocate:** Championed safety initiatives, including designing the S.H.I.E.L.D. Safety Logo (Safety and Health is Everyone's Life Duty).

## HUMAN RESOURCE DIRECTOR & TALENT MANAGER

Apr 2013 - Oct 2018 | Bankers Life, Topeka, Lenexa, SE Pittsburg, Manhattan, KS

- Achieved a **54% show rate** for interviews, significantly increasing candidate engagement.
- Awarded **Most Valuable Performer** twice for recruitment excellence (2015 & 2017).
- Managed all aspects of the recruitment process, from sourcing to onboarding, ensuring successful placement for all positions.
- Developed and implemented a **bonus structure** to attract and retain top talent, including military and college graduates.
- Ranked **#3 nationally** for recruitment metrics, demonstrating exceptional talent acquisition skills.
- Skilled in utilizing HR technologies like **Avature (candidate tracking), Cornerstone (training), and AIM Payroll (compensation & benefits)**.

### Key Achievements:

- Secured licenses and negotiated scholarships for interns.
  - Collaborated with the Kansas Department of Insurance.
  - Partnered with the Branch Manager (34+ years) to navigate career fairs and on-campus lectures.
  - Motivated and trained agents to achieve their performance goals (SNA goals).
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## EDUCATION

### MASTERS OF SCIENCE HUMAN RESOURCES MANAGEMENT

Franklin University, Columbus, OH | 4.0 GPA

Sigma Beta Delta International Business Honor Society Graduate Student Speaker - 1/15/2023,  
<https://www.youtube.com/watch?v=5kKVYJUBwo> (minute 16)

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## PROJECTS

### THE NIA PROJECT My Role:

Board Member

### Project Description:

The Nia Project is a non-profit organization dedicated to empowering the community through various programs focused on health, education, and well-being. As a board member, I contribute to the organization's success by:

- Providing strategic guidance and governance oversight.
- Fundraising and grant writing to secure financial resources.
- Raising awareness of the organization's mission and programs.
- Supporting program development and implementation (e.g., Black Women Get Fit, ROAR).

### Key Programs:

- **Black Women Get Fit:** This program promotes holistic wellness for Black women, addressing mind, body, and soul through exercise and community support.
- **ROAR (Read Often and Rise):** This program aims to strengthen children's reading abilities, fostering a love of learning and educational success.

**Impact:**

The Nia Project's programs play a vital role in uplifting the community. Black Women Get Fit empowers women to prioritize their health, while ROAR equips children with the foundational skills necessary for academic achievement. Through my involvement as a board member, I am committed to supporting the organization's mission and ensuring its programs continue to make a positive difference.