

# Beth Mitrousis

Human Resources

## Contact

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## Education

Wright State University  
Dayton, Ohio  
BS in Human Resources  
Management

## Key Skills

### Certifications:

Secret Security Clearance  
SHRM-CP certification  
Notary Public

### Core Competencies:

Legal Compliance  
Problem-solving  
Strategic Thinking  
Employee Relations

### HR Tools:

ADP/Paycor/Workday  
Scribe  
Unanet  
PowerBI  
TalentLMS  
CoPilot

## Professional Summary

Strategic and results-driven Human Resources leader with a proven track record in aligning HR initiatives with business goals. Expertise in talent management, employee relations, compliance and organizational development.

## Professional Experience

OCTOBER 2023 - PRESENT

### Human Resources Manager | Wright Brothers Institute

- Found gaps in insurance offerings, adding benefits to plan without additional costs.
- Updated employee handbook making it compliant with recent law changes.
- Created work instructions for HR and accounting department to assist in training project managers.
- Developed a robust onboarding process.

AUGUST 2021-SEPTEMBER 2021

### Human Resources Director | Sinbon Circuits and Cables

- Recruitment and placement of all employees.
- Payroll, benefits, performance management, safety, employee development, and legal compliance.

SEPTEMBER 2020-AUGUST 2021

### Human Resources Manager | Peerless Food Equipment

- Responsible for safety programs and procedures. Improved our ISN (International Suppliers Network) score from a grade F to B, which allowed us to be able to work in Canada.
- Delivered Diversity and Inclusion training to employees and developed an action plan for improvement.
- Wellness Champion developing wellness activities including the chair of United Way and company blood drive.

JULY 2017-SEPTEMBER 2020

### Human Resources Manager | Enginetics

- Developed a succession plan that motivated current employees to look for growth opportunities within the organization. I identified skill gaps and developed a training plan to help employees develop the skills needed for their new role.
- Developed a recruiting strategy and successfully hired 26 production employees and 6 salaried employees within a year.

- Reduced undesirable turnover (14% to 3% in a year) and increased employee referrals as strong indicators. A total of 25 employees were paid a referral bonus in 2019.
- Implemented a "Buddy" onboarding program.
- Member of the COVID-19 response team, creating consistent policies and procedures to ensure the safety and well-being of our employees.
- Provided coaching support to senior leaders, managers, and associates on a broad range of HR topics.
- Improved payroll (ADP & Etime) processing time from 16 to 6 hours, utilizing ADP and E-time.
- Coordinated community service events such as Manufacturing Day and Day of Service Program.

FEBRUARY 2014-JULY 2017

#### **Human Resources Manager | Shook Construction Company**

- Introduction of performance management system with a heavy emphasis on operating results. Spearheaded value-add employee recognition and awards programs.
- Created and implemented new recruitment, staffing, and orientation programs to meet advancements in product operations, technology, and management.
- Leader of United Way activities, Retirement Committee, Strategic Benefits Team, Wellness program, Compensation Committee and Recruiting Committee.
- Revamped Wellness Program to increase participation by 30% and engagement by 50%
- Working with the company broker, I selected benefit programs for medical, dental, vision, short and long-term disability, life insurance and educational assistance. Expanded the benefits while reducing company costs.

2009-2014

#### **Human Resources Manager | Neaton Auto Products**

- Revised the company's formal performance review program, creating a flexible and well-received tool that was later adopted company wide.
- Supervised 5 HR associates and 3 EHS associates
- Reduced benefits costs by 15% annually through implementing a new benefit plan increasing emergency room co-pay, Rx co-pays and deductibles.
- Created 68 new work instructions for the HR department to assist with cross training.
- Initiated a well-received suggestion incentive program increasing associate suggestions from 9 to 152 suggestions in 2-month period.
- Decreased temporary turnover from 34-17% in a six-month period by developing a successful program of recruitment and orientation for new temporary associates. The program included providing hands on testing, a plant tour prior to the start date, and thorough interviewing process which explained the job more effectively.
- Decreased payroll processing time by 30% by eliminating manual processes and finding methods to use the system more efficiently. Created work instructions for the tasks for those new to the department.

- Revamped orientation program by reducing orientation time by 30 percent.
- Recruited and hired 160 production and office associates in a 3-month period.
- Developed company fund raising program which raised over \$7500 for the Relief for Japan

1999-2009

#### **Human Resources Manager | Triad Technologies**

- Recruited for all open salaried and hourly positions.
- Created all HR forms, programs, updated handbook, getting company in compliance with all employment laws, and created the new hire onboarding process.
- Safety administrator for 5 locations - implementing DOT compliance, fork-lift training, hazard communication, PPE, and confined space.

### **Communication**

Implemented new procedures and technologies that improved efficiency and streamlined operations.

### **Leadership**

Led a team of 5 HR professionals and 3 Safety professionals at a company of 1200 employees.

### **References**

Available upon request.