

## CHRISTINA M. GILBERT

### OBJECTIVE

To obtain a position in Human Resources where I can utilize my degree, training, and human resource experience to enhance productivity and achieve company goals.

### EDUCATION

University of Wyoming

BS: Psychology with emphasis in Human Resource Management

### Additional Skills / Development Activities

- Computer literate in variety of programs (MS Office Suite, Kronos, SAP, Kenexa, Success Factors, Simplywork, ADP).
- Development Dimensions International (DDI) Certified Facilitator.
- MSHA Certified Instructor.
- Co-chair for the Southeast Alaska Postsecondary Access and Completion Network Steering committee.

### EMPLOYMENT

Human Resource Manager

**Coeur Alaska**

Juneau, AK

**May 2016 – Current**

- Provide support to senior leadership on HR initiatives as they relate to business priorities.
- Works with Corporate HR Team to ensure consistency and best practice sharing to leverage with the Alaska site.
- Provide direction to site leadership and supervisors with employee relations issues including performance evaluations, promotions, administration of discipline and performance improvement plans; conducts exit interviews.
- Ensures proper and timely recruitment activities for Coeur personnel including creation of job descriptions, requisitions and recruitment advertisements; collaborates with state employment agencies and professional recruiters as needed.
- Attends meetings, conferences, job fairs, seminars, and similar events as required or directed.
- Create and facilitate training program(s).
- Serves as company liaison and employee advocate with third-party benefits administrations.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Worker's Compensation: work with Safety Department to investigate incidents, file paperwork and work with state agency as needed.
- Manage camp facilities and contractors.
- Maintains departmental compliance with all local, state, federal and company rules.
- Demonstrates required behavioral skills including productive communication, cooperation, productivity, initiative, creativity, dependability.

Human Resource Manager

**Peabody Energy - NARM**

Gillette, WY

**August 2010 – April 2016**

- Serve as a strategic partner to senior leadership in relation to talent acquisition, talent management, strategy development and change management.
- Able to utilize metrics and analytics to identify operational areas of improvement.
- Provide direction and leadership of the mine's recruitment process including manpower planning, applicant sourcing screening and selection, temporary staffing, technical school relationships, internships, and cooperative education.
- Create and manage programs to pipeline and retain diverse talent.
- Maintain and foster relationships with educational facilities.
- Travel as required to ensure that recruitment objectives are met and that recruiting relationships are established, maintained and nurtured.
- Coordinate the delivery of effective employee relations efforts throughout the mine with a primary focus on effective interpersonal problem identification and resolution. Provide coaching, mentoring and training as required.
- Manage the performance management system at the mine including formal annual appraisal, career planning/advancement, succession planning, corrective action, and individual performance development.
- Ensure that HR policy, procedure and practice are administered in accordance with company expectation and that these are regularly reviewed for application and regulatory compliance. Where appropriate, make necessary revision and/or develop new policy to meet changing business demands.
- In conjunction with the regional HR office, manage the mine's compensation and benefits in accordance with policy, procedure and summary plan description.
- Proactively recommend, initiate and lead improvement efforts designed to ensure that HR practices keep pace with changes in business need. Utilize continuous improvement techniques to make adjustments to current practice in order to address current business needs.
- Maintain records, create documentation, and produce reports that keep the company in compliance with regulatory requirements and that protect the company's name. Represent the company to external stakeholders in a positive manner.
- Work with mine management and HR leadership to identify and implement "best in practice" HR strategies and solutions in order to meet current and future business challenges.

- Maintain a union-free work environment through the application of successful employee relations programs/efforts and effective supervisor training.
- Provide staff development opportunities and ensure that Peabody HR staff is suitably trained and experienced for delegated work assignments. Ensure that staff employee receives effective performance management feedback and development opportunities.
- Worker's Compensation: work with Safety Department to investigate incidents, file paperwork and work with state agency as needed.
- Member of the Success Factors Implementation Team.
- Project Manager for Candidate Pre-employment Assessment Team.
- Project Manager for a team that created an Engineering Career Path Matrix for Mining Engineers.
- Participate in annual benefits review and modification process.

Talent Acquisition Manager

Gillette, WY

**Peabody Energy**

**May 2008 – August 2010**

- Manage the assigned Peabody recruitment activities in accordance with established policies, procedures and program guidelines. Ensure proper planning and coordination with the corporate recruiting team.
- Ensure that recruitment activities are carried out in a manner that is compliant with both internal and external rules and regulations.
- Create and manage programs to pipeline and retain diverse talent.
- Take personal responsibility for driving Peabody's effort to be best-in-class at recruiting the necessary talent to sustain our world-class company performance.
- Be active in the promotion of Peabody Energy to targeted educational institutions and other recruitment resources in order to help the company secure the best talent.
- Take lead in developing and carrying out the company's recruitment strategies.
- Develop and apply creative recruiting solutions to the company's recruiting challenges that are both cost effective and compliant with internal and external rules and regulations.
- Utilize a variety of computer technologies to collect, track and analyze applicant data to ensure regulatory compliance. Work closely with the company's EEO/AA officer to help ensure that the company is meeting its affirmative action obligations.
- Marshal and utilize internal resources to successfully accomplish recruiting objectives.
- Coordinate recruitment activities with other internal talent development and talent management efforts including succession planning, scholarship programs, and the management trainee program.
- Provide staff development opportunities and ensure that Peabody HR staff is suitably trained and experienced for delegated work assignments. Ensure that staff employee receives effective performance management feedback and development opportunities.
- Travel as required to ensure that recruitment objectives are met and that recruiting relationships are established, maintained and nurtured.
- Created New Hire Survey for all 2009 New Hires, analyzed and presented findings to Sr. Management.
- Conduct training as needed on HR/Recruiting process and procedures.
- Project Manager for Peabody's Centralized Recruiting and In-house Temporary programs.

Branch Manager

Gillette, WY

**SOS Staffing Services**

**May 2006 – May 2008**

- Member of the SOS Staffing Services Leadership Team.
- Develop quarterly recruiting calendar based on company needs and attend recruiting functions: college recruiting as well as local and state Career Fairs.
- Partner with local Workforce Services as well as many internet recruiting sites to promote and fill positions.
- Monitor status of open job orders to ensure they are being filled in a timely manner.
- Majority of positions filled include haul truck operators, warehouse and maintenance positions within the mining industry.
- Utilize company-endorsed programs to train new hires and existing staff on procedures for performing the key functions of their job.
- Monitor overall performance of direct reports and recommend merit increases, promotions or disciplinary actions as is appropriate.
- Generate and review periodic financial reports to determine the branch status in comparison to established financial goals.
- Conduct meetings periodically with branch staff to review marketing plan and anticipated sales activity for next quarter.
- Monitor resolution of customer service issues to ensure they are handled in a timely and satisfactory manner.
- Conduct self-audits to ensure the branch is in compliance with company policies and applicable government regulations.
- Worker's Compensation: investigate incidents, file paperwork and work with state agency as needed.
- Manage branch expenses in accordance with budgeted net profit goals.
- Conduct training as needed on HR/Recruiting process and procedures.