

Heather L. Stinnett

A seasoned Human Resource Professional with the unique perspective of having over 15 years prior experience in Retail Management. I obtained my SHRM-CP (Society for Human Resource Management- Certified Professional) certification in 2015. I am highly versed in performance management, strategic staffing, compliance issues, and employee relations. My passion is fostering a healthy and happy workforce environment maintaining high levels of employee engagement. Human Resources is not just one job. I am a counselor, a lawyer, a referee, a firefighter, an educator, a confidant, a leader, and a shoulder to cry on. And I love what I do!

Work Experience

April 2019 to current: HR Specialist for Johnstone Supply. Focusing on compliance matters including employment law, ERISA/ ACA/ EEO/ OSHA/ FMLA/ ADA/ Workers Compensation/ multi-state leave laws and PTO tracking. Benefits administration for 3 states, working with brokers and evaluating benefit offerings for talent acquisition, retention, and work life balance. Payroll processing managing exemption statuses, deductions, pay changes, new hires, and terminations. Advising managers on workforce performance management, and working with owners to craft policies and procedures. My role has become more strategic in implementing programs to promote the growth, succession, and overall engagement of our employees, supporting the mission of our company.

January 2016 to April 2019: HR Department of One for Johnstone Supply. I was the first and only HR person for a company, with roots in Las Vegas, for over 40 years. Upon my hire, the company doubled in size overnight with the acquisition of 5 branches in Arizona. I was the complete employment cycle manager charged with Human Resource functions for 10 branches across Southern Nevada/Arizona/Mississippi. Managed payroll and updated records for exemptions, deductions, new hires, terminations, and transfers. Resolved discrepancies and acted as the point of contact for all staff. Assisted in the development and execution of new policies and procedures, creating an HR Department. Prepared and maintained employee handbook. Performed Benefits Administration. Conducted recruitment efforts for all staff, employee on-boarding, training, and career-path programs. Successfully implemented an HRIS system for tracking applicants and hiring. Organized and maintained all company personnel records. Coordinated compliance with federal and state regulations. Proudly created a management development class to teach front line supervisors basic employment law, leadership, and best practices. This program continues to be used to train all managers and assistant managers.

March 2006 to January 2016: Store Management for David's Bridal. Oversaw daily operations, P&L, business analysis, training/recruiting/ development of staff. Balanced payroll & handled HR issues for 3 departments at a store level. Managed customer orders and relations. Conducted gap analysis leading to behavior modifications in staff and implementing action plans for success. Reported to DM/RM in accordance with corporate directives.

Skills

- Business acumen and leadership
- Effective communication and listening
- Public speaking
- Conflict resolution among employees
- Commitment to continuous learning and self development
- Employee development and training
- Employee engagement and outreach
- Workforce strategy and planning
- Use of HR analytic data to support decision making and ROI for initiatives
- Ethical approach with all matters
- Problem solving and research

Education

- University of Nevada, Las Vegas - Bachelor's Degree Psychology Dec 2014
- Bishop Gorman High School – Las Vegas, Nevada

Organizations

SHRM of Southern Nevada and National SHRM (Society for Human Resource Management)

Association for Talent and Development (ATD)

Discovery Charter School Foundation, parent volunteer

American Red Cross, former volunteer instructor

Las Vegas Historical Society