

# Kimberly M. Wimer

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Result oriented, highly accomplished executive with proven leadership and abilities that produce growth and success. Motivated and organized to efficiently complete any task. Established goals and vision for multi-million dollar business, established key indicators and management processes for implementation. Proven capacity to build a leadership team while marketing a superior brand and product. Self-starter with excellent interpersonal and precise communication skills. Dedicated and reliable with a proven competency to solve problems beyond the scope of normal job functions.

## CORE AREAS OF EXPERTISE

- Hiring and Recruiting
- Employee Benefit Implementations
- Company Policies and Procedures
- Strategic planning & vision
- Operations Management
- Employee Relations
- Project Management
- Client Relations
- Business process optimization
- Team building and Leadership

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**Laser Precision, Libertyville, IL**

February 2017 - Present

### **Human Resource Manager**

- Responsible for human talent acquisitions; increased staff from 58 fulltime employees to 176 fulltime employees
- Review of company insurance to guarantee sufficient coverage and competitive pricing
- Oversight of employee safety program and continuous training of all employees
- Engaged with the Lake County Eco-System to promote Manufacturing career paths within the community which led to Laser Precision being presented with the 2018 Talent Innovator Award from Lake County Workforce
- Implemented employee assistance program; human services, financial budgeting, ESL and employee personal development
- Manage employee benefits and conduct the onboarding process of newly hired employees
- Consult with our Marketing firm to promote career opportunities and campaigns on social media
- Responsible for growing 2<sup>nd</sup> shift to include Welding and Powder Coating
- Relunched the company 401K plan to include one-on-one financial counseling for the employees
- Implemented a Welding Internship program by partnering with Lake County Tech Campus
- Liaison between 5S continuous improvement team and Management team
- Engage and oversee additional staffing providers based on direct hire and temp to permanent necessities

**Memory Gardens Cemetery, Arlington Heights, IL**  
(subsidiary of Service Corporation International)

August 2016 – February 2017

### **Office Manager/Interim General Manager**

- Responsible for P&L of cemetery, maintenance of grounds and 26 direct employees
- Interviewed, hired and trained new family service counselors
- Conducted Supervisor and Manager training sessions within the market
- Accountable for customer service provided to customers and KPI's received for the location performance on a monthly basis
- Conducted financial and compliance audits at other SCI locations in Chicagoland area

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**Memory Gardens Cemetery, Arlington Heights, IL**  
(subsidiary of Service Corporation International)

March 2015 – August 2016

## **Family Service Counselor**

- Responsible for working with individuals to pre-arrange cemetery and funeral plans
- Review deed records to contact customers to offer right of first acceptance
- Connecting with customers who have filed work orders or complaints to establish a relationship for future sales opportunities
- Procure leads through community outreach; independent living facilities, libraries, community centers, Estate attorneys and churches

**American Mortgage Consultants, Inc., Libertyville, Illinois**

February 2010 – March 2014

## **Vice President**

- Compose the company's response to RFP's to gain government and private sector business
- Developed training procedures for new employees
- Instrumental in employee recruiting and development through training
- Designed business plans and strategies to engage new clients
- Act as a client liaison between the company's Client Service Manager and the client
- Enhanced consultants' employment assessment to recruit qualified individuals with a strong knowledge of commercial and consumer markets
- Developed and implemented employee hiring practices and employee ratings matrix
- Drafted and implemented written Human Resource policies and procedures
- Assisted in setting controls for SAS 70 and SSAE 16 audits, leading to approval from Grant Thornton
- Led and managed the production of numerous document inventory and loan preparation reviews
- Participated in the day-to-day operations to manage workflow and employment needs
- Utilized LinkedIn to increase exposure to organization
- Aided in the acquisition of four individuals from a Consultant Management firm to establish a new business line within the organization, the primary responsibility of this business line was to determine the most effective Servicer provider for existing clients

**American Mortgage Consultants, Inc., Libertyville, Illinois**

December 2008 – February 2010

## **Vice President, Human Resources and Finance**

- Appointed as Secretary to the Board of Directors
- Implemented employee retention package including health insurance, dental insurance, vision insurance, short term and long-term disability, a 401K plan and a quarterly bonus incentive plan
- Responsible for the management of 150+ off site consultants on a daily basis
- Redesigned the company's previous logo and marketing materials to rebrand the organization
- Analyze monthly P & L statements, explain the business conditions and need for capital infusions to the Board of Directors on a quarterly basis
- Review and process company payroll bi-weekly
- Manage various projects with IT to prioritize monthly deployments of enhancements to the organizations' proprietary web-based software system
- Attended and organized industry related trade shows to increase product exposure and meet face-to-face with potential new clients
- Negotiate property leases for company office space

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**American Mortgage Consultants, Inc.,** Libertyville, Illinois

August 2005 – December 2008

## **Director, Human Resources**

- Consultant sourcing and professional staffing
- Refined financial processes (budgets, cash flow, etc.)
- Responsible for company payroll, accounts receivables, accounts payables and month end account reconciliations
- Developed inventory process for file intake and retention
- Responsible for supplying closed-end reporting to servicer detailing portfolio purchases made by clients, verification of files being transferred to facility
- Managed off-site workflow and coordinated efforts of data transfer
- Responsible for hiring new employees in three office locations to support business needs
- Instrumental in asset acquisition of company from private ownership
- Conduct annually employee reviews
- Direct and evaluate workflow, ensuring quality control and productivity goals are consistently met
- Develop and monitor risk management and quality control policies and procedures
- Assisted in the overhaul of the company through a complete restructure, including strategy direction, and financing sources

**American Mortgage Consultants, Inc.,** Libertyville, Illinois

August 2002 – August 2005

## **Manager, Human Resources and Operations**

- Assisted the CEO with various personal and professional financial situations
- Bid and purchased insurance for the organization
- Determine price increases for each product and service based on business and competitors
- Process company payroll, accounts receivables, accounts payables, and create client invoices
- Managed a 40,000 loan review project that took place in four locations over an 8-month period; largest grossing company project in 2003
- Locate and secure new office space and determine what tenant improvements need to be included in the lease
- Oversaw the procurement process throughout the due diligence stages
- Proficient working knowledge of FLSA and DOL compensation regulations, procedures, and compensation practices including employment classification rules and regulations required
- Gained familiarity with Servicing and Subservicing transfer procedures

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## **EDUCATION**

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Carmel Catholic High School, Mundelein, Illinois  
Loyola University Chicago, Chicago, Illinois

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## **COMPUTER SKILLS**

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Access, Adobe Creator, ADP, Excel, Go To Meeting, Lotus Notes, MS Project, Outlook, Peachtree, PowerPoint, Primo PDF, Publisher, QuickBooks (web based and server), Salesforce, SAP, SharePoint, Visio, Web Ex, Word

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## **APPOINTMENTS AND CIVIC INVOLVEMENT**

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Libertyville Rotary – Member since 2010  
Illinois Mortgage Bankers Association – Member since 2011  
Licensed Notary Public – 2015  
Illinois Licensed Life Insurance Broker - 2015