

Contact

Top Skills

Talent Management

Employee Relations

Performance Management

Sam Cade

Human Resources at Siemens Building Technologies
Greater Chicago Area

Summary

Extensive experience in Human Resources and Relationship Management roles to achieve results despite obstacles. Motivated self-starter and team player who is interested in taking on challenges and assuming increased responsibility

Experience

Siemens

Human Resources Business Consultant

December 2004 - Present

Buffalo Grove, IL

Siemens Corporation -HR Business Partner.. Responsible for direct HR support in the Manufacturing and Supply Chain Organization Area. Responsible for recruitment of Exempt and Non-Exempt Workforce, Salary Administration, FMLA, Employee Assistance Program, Provide daily coaching to Supervisors and Managers in weekly workshops regarding Employee Policies and Procedures. Tasked with revamping the Manufacturing Safety Program. Procured and trained over 50 employee(s) in the use of External Portable Defibrillators thus ensuring the company is compliant in the following areas: Personal Protective Equipment, Respirator Training, Fall Protection and meeting OSHA Requirements. Launched and conducted the BETA Testing for the new KIOSKs for Manufacturing Employees which will provide the employees the ability to access internal job positions, benefits, pay, and company policies. Case manages Divisional Workers Compensation cases while ensuring management is kept informed on the status of pending cases thus ensuring individuals are returned to work expeditiously. The Division has experienced the lowest volume of work/injury-related claims in the past two years. Experienced in mediations; responded to EEOC requests. Assisted the Legal Department in preparing for legal depositions. Project Manager for the Employee Commuter Benefits Program. Researched, procured and launch the program for over 1300 employees throughout the US. Engaged the Legal Department to review contracts and worked directly with the company CFO ensuring the appropriate Cost Centers were charged for services provide.

The cost obtained annual cost savings of over 50K within the first year of the program. Responsible for leading the organization's annual Roundtable Reviews for the entire organization where as all employees are reviewed for annual merit increases.

Siemens Building Technologies

Corporate Recruiter

November 2001 - November 2004 (3 years 1 month)

Buffalo Grove, IL

Siemens Building Technologies: (Nov 2001 – Nov 2004) Recruiter.

Responsible for

Full-Life Cycle Recruitment of qualified applicants in Manufacturing, Sales & Engineering. Tasked with Screening, interviewing, & assisting in selection. Arranging candidate's travel, resume sorting via internet and cold calling. Establishing relationships with various Hiring Managers for the Midwest Region consisting of over 100 managers. Coaching the various Managers in the areas of negotiation, offers and behavioral based interviewing in conjunction with company policy. Expert use of the applicant-tracking system (People click/RESTRAK), disposition candidates, closing requisitions and removing postings. Participates and conducts off-site recruiting fairs and Open Houses as necessary. Participates in process enhancement projects and additional recruiting administration including reporting metrics. Ensures all activities remain in compliance with local, state, province and federal legislation.

Siemens Industry Inc

Human Resources Coordinator

November 1999 - November 2001 (2 years 1 month)

Buffalo Grove, IL

Siemens Building Technologies (Nov 1999 – Nov 2001): Human Resources Coordinator Sr. Responsible for processing and posting employment requests. Responsible for sourcing and reviewing resumes daily. Tasked with interviewing process (i.e. candidate travel arrangements, resume sorting, reference checking and background screening.) Manages the company's Drug and Urinalysis Testing Program for 93 locations nationwide. (tasked with communicating results to candidates/management up to terminations). Generates the weekly job postings, shipping and receiving stock. Responsible for generating monthly reports to Senior Management. Instructs the company's monthly Administrative Essentials Training. Responsible for reconciling 2 departmental budgets totaling over 12 million annually. Updates

the company's Internet/Intranet sites. Administers the Employee Referral Program. Attended and successfully conducted the Annual Chicago State University Job Fair, National Society of Black Engineers and Annual NAACP Job Fair. System Administrator for the Applicant Tracking System (RESTRAC).

Education

DeVry University-Wisconsin
Human Resources/Technical Mgt

Jean Baptiste Dusable
Diploma, English