

# Kimberly M. Wimer

---

---

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

**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
- Relaunched 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

# Kimberly M. Wimer

Page 2

**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

# Kimberly M. Wimer

Page 3

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

## EDUCATION

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

## COMPUTER SKILLS

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

## APPOINTMENTS AND CIVIC INVOLVEMENT

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