

JOHN FEVER

“Leading People and Change One Application at a Time”

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PROFESSIONAL SUMMARY

Progressive and collaborative HR professional offering 12+ solid years in talent acquisition, benefits administration and performance management. In-depth experience in HR policy analysis and implementation, affirmative action evaluation, and employment law compliance at the state and federal levels. Strong leader with proven problem solving and conflict resolution skills. Extensive history driving advancements in training, productivity and team motivation through proactive approaches.

CAREER HIGHLIGHTS

- ❖ **Launched New Hire Orientation training program and drafted company handbook | Recruited and hired 11 new employees within three-month period (August-October 2018) | Lauren Associates, LLC.**
- ❖ **Established innovative HR office and developed SOP to ensure smooth operations | Porsche School of Diversity and Inclusion**
- ❖ **Designed new training manual for updated computer system and facilitated institution-wide presentations | Moore University**

CORE SKILLS

- Change implementation
- Project development
- Labor relations
- Strategic sourcing
- Risk management
- Coaching and mentoring
- Talent acquisition
- Conflict resolution
- Training and development
- Recruitment

CAREER NARRATIVE

Human Resource Generalist II

Lauren Associates, LLC. - Shetterly, GA

02/2011–Present

Eliminated three-month backlog within 45 days | Improved operational processes resulting in 20% productivity increase within HR department | Monthly outreach to colleges and universities to develop new internship opportunities and mobilize talent

- Implement onboarding strategies to evaluate metrics quarterly, ultimately **reducing average time to hire from 30 to ~18 days**
- Initiate processes to automate several onboarding tasks, streamlining procedures and increasing new hire satisfaction **upward to 40%**
- Collaborate with management to execute improved communication methods, company policies, and regulations
- Hand-picked by HR Director to develop and execute Employee Assistance Program (EAP)

Human Resources Coordinator

Porsche School of Diversity and Inclusion - Atlanta, GA

08/2010–02/2011

Boosted productivity ~30% within six months | Strengthened team morale after implementing bi-annual self-reflection surveys, attendance incentive programs, and an end-of-year bonus

- Recruited, interviewed and hired **80+** faculty and staff members during first 90 days
- Created an employee handbook and launched a district-wide EAP program
- Managed and maintained the performance review database, credentialing files, and employee certifications
- Averted three employee civil complaints within five months performing arbitration and mediation sessions

Personnel Information Systems Coordinator

Moore University - Macon, GA

10/2008–07/2010

Recruited and hired 30+ faculty and staff within 30 days after a significant shortage and hiring freeze | Championed HR vision while forging sustainable HR infrastructure, systems, processes, and practices | Supervised four interns

- Led the employee onboarding process for **60+** new hires during first year
- Processed weekly, biweekly, and monthly adjunct payroll actions for **120** part-time instructors
- Submitted 2009 and 2010 annual federal reports in Director's absence
- Built all-inclusive information gathering database to store and update faculty educational and professional development credentials

Personnel Technician II

Rogue Rescue for Youth - Macon, GA

07/2007–10/2008

- Facilitated onboarding processes for **50+** Juvenile Justice officers
- **Decreased turnover ~25% and achieved 98% participation** on annual employee satisfaction survey
- Assisted budget manager with administration and oversight of **\$10M budget**

Personnel Technician I

Believe to Achieve Youth Development Center - Macon, GA

01/2007–07/2007

- Issued payroll checks, W-2s and processed tax change requests for **30+** employees
- Served as sole regional Worker's Compensation Claims Coordinator
- Functioned as first line contact for personnel actions and selected lead auditor

AFFILIATIONS

- Local Member, Society for Human Resource Management (SHRM) Middle Georgia Chapter 154, 2013–Present
- National Member, Society for Human Resource Management (SHRM), 2012–Present

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP), 2016
- Professional in Human Resources (PHR), 2012

EDUCATION

- ❖ **Master of Science, Human Resource Management** | Georgia College & State University, Shetterly, GA (2004)
- ❖ **Bachelor of Science, Business Management** | Perimeter University, Fort Worth, GA (1999)