

Robin B Chapekis, SHRM-SCP

M: +1.612.961.2260 robin@sveltehr.com

Strategic ♦ Ideation ♦ Input ♦ Intellection ♦ Learner

Senior Certified Professional in Human Resources offering comprehensive HR and leadership experience and demonstrable success in driving creative initiatives resulting in increased organizational profitability. Leader of innovative change, champion of challenging the status quo, and boss of efficient execution.

- Organizational Effectiveness
- Coaching/Consultation
- Strategic Planning
- People Analytics
- Critical Evaluation
- Lean and Six Sigma
- Talent Experience
- Total Rewards
- Labor Relations
- Communication
- Creativity
- Leadership

Professional Experience

SVELTE HR Michigan July 2018-Current

Founder

SVELTE HR is a consulting firm focused on HR efficiency and effectiveness. Our goal is to transform HR into a competitive advantage by using Lean and Six Sigma to reduce transactional task cost.

- Advise leaders and HR Professionals on technology, strategic communications, labor and employee relations, total rewards, policy, procedure, and process.
- Coach HR Pros and leaders in career navigation, competency development, and leadership capabilities.

Starfish Family Services Inkster, Michigan December 2016-July 2018

Assistant Director/Human Resources Business Partner

Starfish Family Services is a \$43M and growing 501(c)3 human services agency missioned to strengthen families to create brighter futures for children. The agency provides behavioral health and early childhood education services in the greater metro Detroit area. My role began as Manager of Employee Relations and Talent Acquisition and quickly progressed to Assistant Director.

- Reduced time to hire, change processing, payroll, and performance management cycles through selection and implementation of new Human Resources Information System.
- Managed employee relations, talent acquisition and employee engagement for Behavioral Health Services; increasing employee productivity and retention through innovative recognition and reward programs.

The National Center for Manufacturing Sciences Ann Arbor, Michigan September 2014-December 2016

Human Resources Manager

NCMS is a 501(c)3 organization missioned to advance competitiveness of U.S. based manufacturers. I was brought on board to help the organization build a highly performing workforce after government earmarks were eradicated and the organization needed to secure funding from more varied sources.

- Identified a gap in employee skillsets and trained an interview team in behavior-based interviewing to identify candidates with strengths in the gap area.
- Led annual Open Enrollment including management of vendors, plans, and strategic communication.
- Established an internal communications strategy aimed at increasing employee engagement and retention.
- Managed compensation with budget requirements and market rates in mind.
- Managed all employee relations needs including interfacing with legal counsel.

Express Employment Professionals Mason City, Iowa November 2012-May 2014

Administrative Assistant for Jones Lang LaSalle

- Managed tenant, marketing, and social media communications and special event coordination; increased mall foot traffic by 25% during special events.
- Assigned Project Manager for annual parade project and garnered support from 60% of the tenants.
- Performed office manager, AP/AR, and lease administration duties for this regional shopping center.

Department Secretary for Mercy Medical Center North Iowa

- Managed facilities data and reporting for Joint Commission regulations at this regional medical facility.
- Provided support to Facilities Managers including safety, communications, engineering, new construction, janitorial and security. Assisted in job definition, Emergency Response plans, disaster management, and facility wide communications.
- Performed administrative duties for the Director of Facilities and the Director of Construction.

Cargill Kitchen Solutions Mason City, Iowa July 2010-November 2012

Human Resources Administrator

Cargill Kitchen Solutions (now a part of Cargill Protein) was a growing 1,400 employee Business Unit within the Cargill Corporation, a global leader in food ingredient production and food further processing. My role began as an assistant that I developed into a leadership role at the plant and within groups across the corporation.

- Managed Open Enrollment and benefits communications for the plant; elected to Wellness Council.
- Managed OSHA reporting, Safety Training documentation and Worker's Compensation claims.
- Managed employee leaves and plant level payroll.
- Developed and facilitated a training to target pay errors; errors were reduced by 90% within one month.
- Led engagement initiatives aimed at maintaining a trusting, open employee/employer relationship
- Led selection and on-boarding to reduce turnover by 10% and maintain record breaking production yields.
- Led the local Cargill Cares Committee; increased volunteer activity participation by nearly 40% and increased charitable giving total by \$5,000 over one year.

Associations/Education/Training

SHRM National, Detroit SHRM, and UPHRA Member and Volunteer

SHRM-SCP active through 30 June 2021

Project Manager for first ever Detroit SHRM Conference

Lean Six Sigma Black Belt

Lawrence Technological University, Southfield, Michigan, U.S.

Master of Science, Human Resources and Organizational Development

Graduate Certificate, Non-Profit Management

Eastern Michigan University; Ypsilanti, Michigan, U.S.

GPA: 4.0 on a 4.0 scale

Behavior Based Interviewer, Form I-9 and E-Verify Specialist

Cargill Learning and Development; Cargill, Inc; Wayzata, Minnesota, U.S.

ServSafe Certified and First Aid Certified

TESOL (Teaching English to Speakers of Other Languages) Certificate

LanguageCorps and TEFL (Teaching English as a Foreign Language) International; Pattaya, Thailand

Gained field experience working as a third and fourth grade teacher at Burhapa University's Primary School.

Hired as Corps Advocate and TEFL trainer. Led trips and trained and assessed more than 40 teachers.

Created a position, developed a marketing presentation, and recruited 10 teachers from four U.S. Universities.

BA Interdisciplinary Studies in Social Science: International Studies, Additional Major in Anthropology

Michigan State University; East Lansing, Michigan, U.S.

Member of the Michigan State University Concert Orchestra

International Baccalaureate Diploma

Exeter College; Exeter, Devon, U.K.