

**Cindy L Winters, MHRM**  
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**Objective:** A strategic position, utilizing eighteen years of experience in Human Resource Management.

**Relevant Experience:**

***Human Resource and Payroll Manager, BSI Financial Services, Inc. 2012 - Present***

- Directs the full functions of Human Resources: Managing 2 direct reports; department objectives; HR budget; metrics; recruiting; benefits; payroll for a multi-state mortgage company with 350 employees
- Talent acquisition and on-boarding of all staff, increasing workforce by 150%
- Talent Management for retention – stay interviews, surveys, mentoring, training, succession planning
- Maintain compensation plans through wage analysis
- Working directly with 59 Managers to co-manage employee relations, discipline, and policy adherence
- Manage wellness and benefit programs with annual negotiations
- Representative for unemployment and workers compensations cases
- Create and develop annual professional development plans for staff
- Co-implemented the Titusville Business Professionals Group
- Implementing Wellness Programs, Drug Screening and coordinating company sponsored activities
- Work with payroll company of tax or unemployment rate changes that affect our payroll and tax reporting
- Coordinated online time clock system and paperless checks system through payroll system

***Human Resource and Payroll Director, Child Development Centers, Inc. 2008 - 2011***

- Full Human Resources: managing payroll; recruiting; benefits; employee relations; and training
- Managed weekly salary administration and payroll processing with four Center locations
- Filing weekly state and federal payroll taxes, quarterly local taxes
- Assisted Finance Director with W-2 filing, processing and distribution
- Updating tax withholdings as required, informing employees of affected changes
- Assisted employees with payroll questions, changes, and assisted them as needed
- Maintaining and monitoring time and attendance, resolving inaccuracies and issues
- Maintain compensation plans through wage analysis
- Manage benefits with annual negotiations to keep renewal costs at a minimum
- Ensured 100% staff training to maintain STARS and NAEYC ratings under Department of Education
- Track and monitor student accident and incident reports for all Centers

***Human Resource and Payroll Manager, Matric Limited 2000 - 2008***

- Manage Human Resources for two locations: recruiting; benefits; employee relations; and training
- Increased workforce by 100%, with turnover below 16%
- Bi-weekly salary administration and linking time and attendance with payroll processing
- Employee relations, discipline, and policy adherence
- Maintain compensation plans through wage analysis
- Manage benefits with annual negotiations to keep renewal costs at a minimum
- Implemented new wellness and benefit plans to associates
- Ensured 95% of workforce is trained in ISO regulated programs

***Employment Consultant, PNC Regional Corporate Bank 1998 - 2000***

- Effectively recruiting for 64 branches and commercial call center
- Coaching 23 managers on legal issues, employment policies/procedures, and hiring

**Education:**

Masters of Human Resource Management, St. Francis University  
Bachelors of Science, Accounting and Human Resources, Duquesne University