

CANDIDATE PROFILE – RECRUITMENT & SELECTION, TRAINING & DEVELOPMENT

- Decades of hands-on experience managing recruitment advertising. I've personally designed and placed display advertisements in local, regional, national, and international print, broadcast, or internet/social media. Plus, I have decades of experience designing and placing non-recruitment classified ads. For examples of actual recruitment display ads I designed and placed, click here: <http://www.reynos.com/bio.htm#TB-Recruitment>

- At Fremont Area Medical Center, Jeppesen/Boeing, Denver Public Schools, Denver Municipal Federal Credit Union, and the City of Dallas: Designed selection assessment instruments and related tools in compliance with the Uniform Guidelines on Employee Selection. Trained management and staff how to conduct recruitment and selection in compliance with employment law. For example, click the HTML links below:

UNACCEPTABLE - [http://www.reynos.com/Resume/Recruitment & Selection-UNACCEPTABLE.pdf](http://www.reynos.com/Resume/Recruitment&Selection-UNACCEPTABLE.pdf)

ACCEPTABLE - <http://www.reynos.com/Resume/Recruitment%20&%20Selection-ACCEPTABLE.pdf>

- At Denver Public Schools: After identifying deficiencies in a bulk space advertising contract, I recommended and secured an increase in lineage from 2,500 to 5,000 lines with no increase in expense and produced savings of \$12,000 in recruitment advertising expenditures. Senior HR management did not have this knowledge prior to my counsel.

- At National Jewish Center: Managed a 10,000 to 15,000 line bulk space display advertising contract.

- Designed or redesigned employment applications and employee handbooks for each of my employers in compliance with employer policies and employment law. Employment applications and employee handbooks are available upon request.

- Managed internal temporary help services; plus, wrote RFPs and managed staff in supervision of contracts for temporary help services with external vendors such as Kelly, Snelling, Volt, Talent Tree, executive recruiters (both retained and contingency search firms).

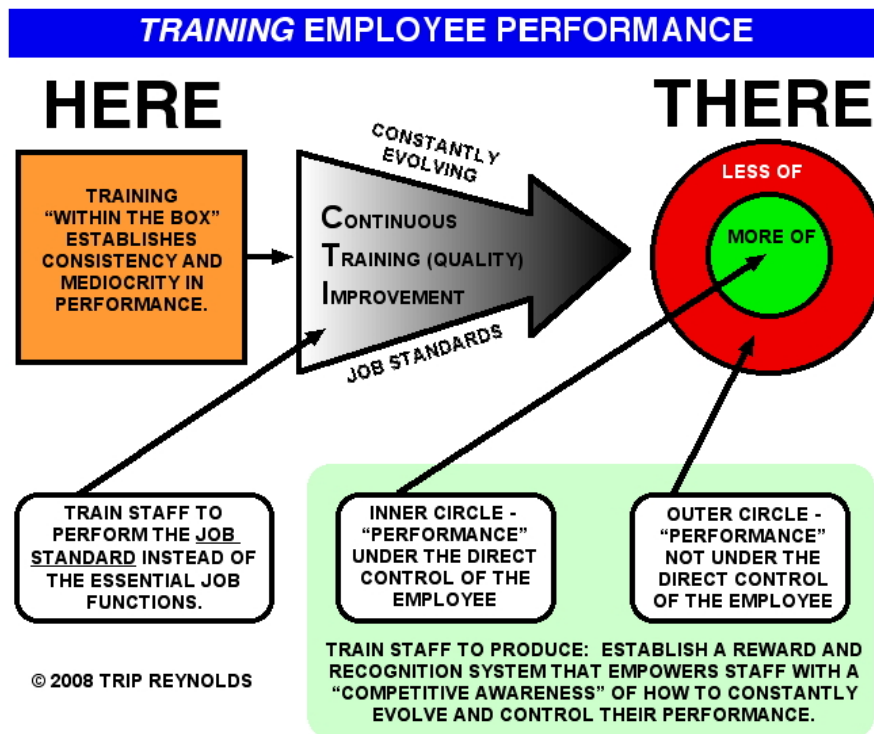
- Conducted recruitment through diverse civic and cultural groups (Women's Employment and Education, Bayaud Industries (mental and physical disabilities), United States military (Disabled American Veterans, Fitzsimmons Army Medical Center, Veterans Administration), Mayor's office of Employment, Urban League, NAACP, Hispanic Chamber of Commerce, Servicios De La Raza, Inc., and dozens of colleges and universities.

- At National Jewish Center: Managed an annual applicant volume of 4,000 and 100 placements via a temporary employment pool; recruited foreign nationals and managed J1, H1 Visa; and conducted targeted AA recruitment.

"Trip is straightforward in his demeanor and not afraid to address a negative situation. He would seek out solutions instead of fingerpoint. I consider him to have vision as well as the ability to follow through. He is honest, articulate and conceptual in his dealings with my company. He exhibits a 'can do' attitude with the discipline to get it done. He takes on the yoke of responsibility and has the drive and focus to achieve a goal with bottom line earnest. He is an excellent "people person" and knows his staff quite well." **John M. Stepien, Regional Vice President, Nationwide Advertising Service**

"As Manager of Employment, (Trip) demonstrated many innovative approaches to staffing challenges creating more effectiveness within his organization. I can honestly say that I find Trip to be a very bright and capable individual and would recommend his talents to anyone needing a strong human resources individual." **Jay Velinder, Executive Vice President, Talent Tree (Staffing Services)**

"I just want to take this opportunity to thank you for your special assistance at National Jewish Center. As you are aware, the legal matter in which we were engaged required the presentation of a complex set of facts to a government agency. The manner in which you organized the facts was very important to the successful outcome of the case. Since working with you on this project, I have used the system you engineered successfully in other situations. In addition to presenting the facts in an organized, easy to understand fashion, it is a pleasure to work with a person who maintains their objectivity and is able to treat "difficult to handle" people fairly and with concern." **Ann Allott, Attorney at Law, Allott, Engineer & Makar**



- Trained staff, supervisors, managers and senior executive management on recruitment and selection, employee relations, AA/EEO/ADA, unemployment compensation, workers compensation, benefits administration, position management, position equity, compensation, job evaluation, organizational development, employment law, FLSA, recruitment advertising, and HRIS administration.

Dear Trip, I would like to thank you for the time and effort you put in with me as I tried to make sense of the reclassification process. Your sense of humor and patience on my behalf was quite refreshing. You walked me through some very confusing Excel applications and made it seem easy. Additionally, helping me to understand "options" available helps me to make a more informed career decision. Again, thank you and yes "Math is my friend!" **Diana Gadison, Teacher, Denver Public Schools**

- Constant high praise for my original training program, "How to train legal employees to be more productive!"

(Click the following HTML link) [Profile-LAW DEPARTMENT-EMP TRAINING PLAN](#)
 (Click the following HTML link) [Profile-LEGAL PERFORMANCE REVIEW](#)

- At DCFCU: Stabilized staff performance and reduced teller overages by eliminating an ineffective training program.
- Trained on JDEwards, LAWSON, ADP, Great Plains and other HRIS software. Over the past 25 years, have attended employment law seminars sponsored through numerous legal and legislative outlets.
- On-going self-training on Windows/PC [3.xx through Windows 10] and Apple/Macintosh [6.xx through 10.xx] operating systems, and numerous software and hardware peripherals.

"The supervisory development conference, 'Excellence Through Quality' was a success. Thank you for agreeing to facilitate the seminar on 'Upgrading Procedures and Policies.' Your commitment helped make the difference. Thank You." **Jan Hart, (former) City Manager, City of Dallas**

"Trip often helped me in accomplishing my goals. He served as an instructor for two conferences held for two thousand employees, provided strategies to supervisors, and Trip was instrumental in carrying out the Executive Development Program by ensuring validity and reliability. He is creative, personable, and energetic. His talents will benefit any organization." **Bonnie A. McElearney, Manager of Personnel Development, City of Dallas**

"Trip has always made himself available to help others. He has participated in and supported numerous training, and organizational development activities and Trip was very helpful in working with me to establish the position of Total Quality Manager." **Huey May, Total Quality Manager (Retired), City of Dallas**