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**Experience:**

**Human Resource Manager  
Kurz-Kasch, Inc.  
Wilmington, Ohio Division**

**1995-6/11/10 (Layoff)**

Responsible for human resource and administrative activities for two plants with a total of 250 employees and over \$30 million in manufacturing industries supplying Aerospace, Electrical and Automotive industries.

- Director of Safety including all OSHA compliance systems/processes to exceed requirements. Took a very aggressive role implementing programs for safety awareness, personal protection equipment, hearing conservation, frequent audits, and facilitated safety meetings for all shifts.
- Led all mandatory training, i.e. OSHA, Drug Free Workplace, Blood Borne Pathogens and educated management personnel on all programs that may impact work force.
- Led the recruitment of all new hires to include exempt and non-exempt positions through networking, internet use, job fairs and affiliation with HR organizations in Clinton, Warren, Highland, Fayette and Greene counties.
- Coordinate employee satisfaction programs with associates and management.
- Facilitated several community educational cooperative programs and work with local community colleges to access grant support for multiple employee programs.
- A major leadership role with management personnel developing, mentoring, counseling and coaching behaviors of all employees. Major impact on all conflict prevention and resolution issues.
- Personally drove the relocation of associates (hourly and salaried) due to acquisitions and/or new-hire events.
- Worked as a full and active business partner with all key managers at each plant to drive EBITDA while assuring human resource best practices are assured.

**Administrative Assistant  
Kurz-Kasch, Inc.  
Corporate Office – Dayton**

**1989-1995**

Provided customer relations, clerical support and telephone communications for the President, Corporate Human Resource Director, and the Chief Financial Officer.

- Completed contracts for maintenance of equipment, purchasing requisitions, and training for office personnel.
- Transcription of job assignment agreements and coordinate completion of various documents.
- Editor for company newsletter and quarterly distribution.

**Legal Assistant  
Wilmer and Greathouse  
Attorneys at Law  
Middletown, Ohio**

Provided legal assistance and support to a firm of three (3) attorneys specializing in probate law, real estate transfers and corporate law. Prepared correspondence, legal documents, and provided customer service for all client visits.

**Education/Training:**

Society of Human Resource Management Wright State University Fairborn, Ohio	Completed 2004
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Middletown High School Graduate  
Middletown, Ohio

**Professional Affiliations:**

Society of Human Resource Management (SHRM)	2004-Present
Program Chair, Human Resource Association of Southwestern Ohio	2004-2005
Membership Committee, Human Resource Association of Southwestern Ohio	2006-2007

**Awards/Recognition:**

Safety Award Winner	2008-2009
Gumby-Flex Award	2008
Employee Recognition Award	2000
Employee of the Month Award	1994

**Skills and Service:**

OSHA Safety Program Director	Notary Public
Microsoft Office Applications	American Red Cross CPR/First Aid

**Volunteer/Community Service**

Clinton County Homeless Shelter Charity Drive	1995 – 2008
Clinton County Leadership Forum	2004
United Way, Chair, Wilmington Division	2000, 2004
Clinton County Child Care Consortium	2000
March of Dimes, Chair, Wilmington Division	1998-1999