

SKYLAR ANYNAME

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HUMAN RESOURCES GENERALIST | PROGRAM MANAGER | EMPLOYEE DEVELOPMENT COORDINATOR

Forward-thinking, results-focused human resources professional with 12+ years of experience overseeing and managing strategic business processes and shaping organizational cultures. Values creativity, integrity, innovation, diversity, and collaboration in the workplace and facilitates administration of progressive programs to improve processes and outcomes for both business and community development. Accomplished urban planner and project manager holding a Masters of City & Regional Planning with expertise in directing urban and regional planning initiatives. Key strategic business development liaison, creating new relationships with key decision makers. Exceptional work ethic with a proven ability to lead highly skilled teams and work collaboratively with management and employees in high-stress work environments.

CORE COMPETENCIES

- Human Resources Management
- Employee Relations & Management
- Comprehensive Strategic Planning
- Change Management / Reengineering
- Regional Planning / Urban Development
- Program / Project Management
- Leadership, Teamwork, & Negotiation
- Database, App & Software Design
- Employee Training & Development
- High-performance Collaboration
- ArcGIS, SketchUp, Salesforce, Tableau
- MS Project, Excel, Word, PowerPoint

PROFESSIONAL EXPERIENCE

SOUTHEAST REGIONAL ANY CORPORATION (SRAC) | Anytown, TX

2021 – Present

Non-profit organization focused on revitalizing urban core neighborhoods and a subsidiary of XYZ Companies, Inc.

Human Resources Generalist / Program Manager for Employee Development

- Oversee and manage all HR responsibilities for three (3) businesses under XYZ Companies, including increasing survey participation, creating an onboarding program, improving communications, and implementing programs for employee recognition rewards and incentives.
- Managed six (6) consultants and performed office management responsibilities for all three (3) XYZ companies; developed and implemented SRAC program and facilitated training sessions, including creating/writing training curriculum.
- Lead team of three (3) HR professionals responsible for various functions including sourcing, payroll, employee relations, and learning and development, and facilitate senior management committee meetings to build/improve rapport between company and employees.
- Recognized need to restructure and readminister XYZ Companies organizational structure, including roles, responsibilities, staffing levels, compensation, and employee benefits plans, to increase productivity and profits.
- Provide strategic leadership through articulating human resources needs to the management team with responsibility for developing and executing HR strategies to support the organization's overall business plan and strategic direction.
- Implement, manage, and execute strategic HR initiatives, including succession planning, talent management, change management, organizational/performance management, training/development, and compensation.
- Manage/supervise organizational budgeting, accounting, and cash management to ensure accurate reporting, interpretation, and financial results analysis to align with forecasts and long-range business and operational plans.
- Facilitated social determinant training for 45+ Any County residents through launching the Community Capacity Building Leadership & Advocacy Academy through SRAC.
- Implement comprehensive neighborhood development strategies to facilitate people connections and networking through proactive and strategic development of deal flow processes and structured evaluation of development projects.
- Lead long- and short-term planning initiatives to implement measurable HR processes/projects and establish indicators for progress, including incorporating data-driven decision-making in identifying and tracking key indicators of neighborhood development.
- Conduct reviews of partnership/operating agreements, potential acquisitions, debt, equity, public subsidy proposals, and key legal agreements, including mortgages, loan documents, subordination contracts, and guarantees.
- Review documents related to financing and construction loan closings involving Low Income Housing Tax Credits, Historic Tax Credits, New Markets Tax Credits, bond financing, public subsidies, contracts, and private debt/equity.
- Facilitated \$20,000 in successful fundraising projects to provide stipends for each SRDC program participant; chosen as Fellow under the Rubinger Fellowship program.

PROFESSIONAL EXPERIENCE

LOCAL SUPPORT COOPERATIVE CORPORATION (LSCC) | Anytown, TX

2017 – 2021

Program Manager / GO Neighborhoods & Data

- Oversaw budget planning activities, forecasting, and day-to-day expense management for multi-million-dollar program budget.
- Collaborated with 250 local stakeholders to deploy and execute multiple comprehensive community development strategies, including creating/enhancing three (3) data/evaluation systems to monitor, track, and evaluate LSCC investments and program outcomes.
- Provided city-wide leadership training to 120 professionals, including coaching/technical support to city/county government and non-profit partners; coordinated cross-functional resources to meet program outcomes and ensure successful implementation.
- Anticipated upcoming requests and managed competing priorities to meet all deadlines in a fast-moving and high-demand environment.

ANYTOWNSHIP EDUCATION PBC | Anytown, NY

2016 – 2017

Regional Implementation & Support Officer (RISO)

- Oversaw onboarding process for twelve (12) school districts and organizations with data collection software.
- Developed training materials/webinars and conducted onsite training and professional development sessions for staff and leadership, including identifying alternate approaches to creating enhanced end-user experiences.
- Developed programmatic strategies in collaboration with schools to implement software impacting 15,000+ families.

ANY PURPOSE SCHOOL DISTRICT | Anytown, TN

2013 – 2016

Manager of Student & Family Support Services

- Aggregated \$750,000+ in community resources/donations, managed seven (7) consultants, created wrap-around service delivery program for families, collected data, and evaluated key performance indicators (KPIs) for programmatic success.
- Planned/implemented forty-two (42) community-wide events for multiple stakeholders
- Developed community partnerships and interdisciplinary collaborations with 60+ local businesses, non-profits, and higher education institutions and developed academic success programs, training, and support systems for students and teachers.

ANY GROUP INTERNATIONAL | Anytown, AR

2011 – 2013

Project Manager / Seeds of Change (SOC)

- Charged with responsibility for evaluating/managing Delta SOC wealth creation value chain implementation supporting 1,000+ producers, including developing/facilitating SOC enterprise activities.
- Developed a sustainable regional food system in coordination with Delta region (Tennessee, Arkansas & Mississippi) stakeholders, and assisted with identifying/creating economic and community development opportunities throughout the Delta region.
- Advanced rural community economic development and social capital projects in Nepal.
- Developed, managed, and led strategic initiatives with a regional 40-member coalition, including monitoring/maintaining operational budgets and project management reports; coordinated training, workshops, and meetings for project partners.
- Facilitated comprehensive regional community and economic development plan for generating and sustaining wealth in the community, including implementing multiple projects and developing sites for sustainable agricultural production and markets.

EDUCATION

Bachelor of Arts in Human Resources ManagementAny State University

- Concentration in Organizational Behavior Management, Employee Development, and Strategic HR Planning
- Worked on employee satisfaction, training & development, organizational culture, and recruiting projects.

Associates of Business & FinanceAnyname Technical Arts College

- Concentrations in Business and Economics
- Worked on applied finance, investment analysis, and working capital management projects