**DANIEL BAXTER** Castle Rock/Colorado Springs/Denver, CO Metro Area

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**Director of HR / Sr. HR Business Partner**

**Administration / Training / Budgets / Business Process Reengineering / Compliance / Employee Relations  
Continuous Process Improvement / Contingency Planning & Disaster Recovery / Lean Six Sigma / Recruiting  
Leadership Development / Information & Records Management / Project Management / Performance Metrics  
Policies & Procedures / Multisite Operations / Organization & Workforce Development / Workforce Planning**

A versatile and multitalented HR leader with a proven record of driving measurable performance improvements and excellence in both private industry and military environments. Comfortable leading in fast-paced, high-pressure environments and able to respond to changing business demands in all phases of the organizational lifecycle. Recognized for cultivating top talent and grooming next gen leaders for increasing responsibilities.

Delivers organizational value by collaborating with key stakeholders to solve problems and manage resources so that projects are completed within deadlines and budget. Achieves impact through results-driven, can-do attitude and leads with integrity in industries such as manufacturing, small business lending, telecommunications, and IT. Able to make a strong impact by:

* **Recruiting, mentoring & motivating high-powered multidisciplinary teams.**
* **Streamlining system workflows that improve processes and save significant costs.**
* **Coordinating cross-functional multisite operations spanning far-flung locations.**
* **Collaborating with multi-disciplinary teams to deliver innovative and quality-focused solutions.**
* **Driving a culture of customer service through building and maintaining vital stakeholder relationships.**

**Education: MBA (emphasis in Technology Management)** from University of Phoenix and **BS in Organizational Management** / **Human Resources** from Colorado Christian University. Additional certifications include: **DoD Equal Opportunity Advisor and Mediator,** DEOMI and **Lean Six Sigma Black Belt** **Candidate**, SSD Global Solutions, completion in 2019. **Served with distinction in the United States Army, attaining rank of Master Sergeant (E-8). Earned over 18 commendation awards for service excellence.**

**Career History and Highlights**

**HR Data Analyst and Project Coordinator**

Hitachi Vantara  
April 2018 to Present

Analyze human resources data and coordinate projects for conversion by Vendor Managed System (VMS) and Managed Service Provider (MSP). Contract position.

* **Implemented data management conversion program, saving $6M in first year.** Data transfer issues threatened project deadlines. Proposed strategy to overhaul procedures for 4,000+ staff and partnered with stakeholders to standardize workflows and stabilize data. Conversion project was completed on time, avoiding costly project delays.

**Sr. Human Resources Business Partner**

OnDeck Capital  
Dec. 2016 to Aug. 2017

Provided HR expertise and support for eight regional operations of a $6B small business lender, including internal and external sales, customer care center, operations, IT, and legal functions for over 450 associates. Managed three direct reports and $350K budget.

* **Increased employee retention.** Organization experienced rapid growth and high turnover rate. Conducted talent review, job analyses, and workforce planning evaluation. Wrote and implemented 70+ new job descriptions, improving quality hires. Built solid HR infrastructure that could sustain future growth.
* **Boosted employee engagement 300% through incentive program.** Participation in corporate sponsored community service events was at an all-time low. Proposed and implemented expanded program with over 40 options with incentives. Participation grew, increasing employee satisfaction and meeting service goals.

*Dan Baxter Experience Continued Page 2*

**MILITARY SERVICE   
*United States Army Reserve (USAR)***

**2002 to 2016**

**HR Business Partner**Training Support Battalion, Denver CO  
June 2014 to Sep. 2016

Responsible for all aspects of human resources, operations, and training needs for more than 120 logistical, administrative, transportation, and medical personnel. Supervised, trained, and mentored a staff of 11 in two states.

* **Spearheaded efficiency measures, reducing project labor by 80%.** Reporting daily attendance information was not consistent or well-documented. Implemented procedures that reduced staffing hours, raised headcount accuracy 65%, and provided five-year strategic planning data points to executives.
* **Avoided $5M federal fines by implementing new SOPs.** Realized personnel records did not meet government compliance standards. Established SOPs, including compliance checklist, and trained 3 staff to review 500+ records in 2 days. Met all regulations and implemented document retention processes.

**Sr. Consultant, HR and Corporate Relations**Office of the Chief, Army Reserve (OCAR), Fort Belvoir, Alexandria VA  
May 2013 to June 2014

Responsible for business analysis and operations of the human resources function, including 198,000 personnel with a monetary impact of $13.5B.

* **Re-engineered IT integration of data, enhancing career transition initiative.** Arobust career transition program was guaranteed to 100,000 soldiers by the USAR and information was not available. Leveraged previous systems knowledge and extracted data, generated reports, and upgraded IT resources for over 25 national administrative offices. Improved customer service and increased administrators’ satisfaction.
* **Cultivated partnerships with Disney and ESPN, securing training and employment opportunities.** Tasked with managing critical partnerships with domestic and global organizations to enhance career prospects for personnel. Tripled job-specific marketing products and provided support to over 45,000 employees.

**Assistant Director, Human Capital and Operations**U.S. Army, 200th Military Police Command, Fort Meade MD  
Nov. 2011 to May 2013

Managed all aspects of operations and human capital management for 14,500+ personnel; oversaw 120+ HR professionals in 26 locations. Provided statistical analysis, solutions, and staffing requirements to executives using eight maturity parameters of Lean Six Sigma. Corresponded on a global scale with White House representatives. Managed seven direct reports and $1.5M budget.

* **Improved key HR metrics.** Promoted to manage multi-site department facing multiple issues with customer satisfaction, processing times, and compliance. Brought 93% of the organization into total statistical and procedural compliance within six months.
* **Instrumental in $2.5M project, transferring 850 employees to international location.** Used keen project management skills to create quality documentation and communication plans, manage vendors, and handle all transportation logistics for transferring personnel on time and under budget by more than $150K.

**Earlier military experience:** **Sr. Training & Administration Manager,** U.S. Army, Battle Command Training Group—Denver Federal Center, CO (2007 to 2011); **HR Business Partner/Sr. Training & Administration Manager,** Engineer Group, Des Moines, IA (2005 to 2007) and Theater Support Command, Des Moines, IA (2002 to 2005).

**Other experience: Software Development Project Manager,** Qwest Communication; **Project Manager,** First Trust Corp.; **Human Resource Manager,** F CO, Aviation Brigade; 10th Combat Support Hospital; US Army Garrison.

**Other Information**

Enjoys bowling, four-wheeling, and reading; avid computer junkie, self-taught advanced user skills.