

Keerstin Bokor

Human Resources Manager

Details

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Profile

A seasoned Human Resources Manager with 5 years of experience in diverse industries, adept at developing and implementing HR strategies, policies, and procedures. Proven expertise in talent acquisition, employee relations, performance management, and regulatory compliance. Demonstrates strong leadership, communication, and problem-solving skills to foster a positive work environment that promotes employee growth and satisfaction.

Employment History

Human Resources Manager at Kansas City Kansas Public Schools, KS

Feb 2023 - Present

- Successfully reduced employee turnover rate by 25% within two years through the implementation of effective retention strategies, including enhanced onboarding processes, mentorship programs, and employee engagement initiatives.
- Streamlined the recruitment process, resulting in a 30% decrease in time-to-hire and a 20% increase in the quality of candidates hired, by optimizing job postings, leveraging technology, and improving interview techniques.
- Facilitated the training and professional development of over 1,000 employees annually, increasing overall employee satisfaction by 15% and contributing to a more skilled and motivated workforce.
- Implemented a comprehensive performance management system, leading to a 10% improvement in employee productivity and a more transparent and objective approach to promotions and salary adjustments.

Assistant Human Resources Manager at Spirit AeroSystems, KS

Sep 2018 - Dec 2022

- Successfully implemented a new onboarding process for over 300 new employees, reducing the average onboarding time by 35% and increasing overall employee satisfaction by 20%.
- Streamlined the recruitment process, resulting in a 25% reduction in time-to-hire for critical positions, and increased the overall quality of candidates by 15%.
- Led a team that reduced employee turnover by 10% through the development and execution of targeted employee engagement initiatives, including training programs, mentorship opportunities, and recognition events.
- Oversaw the successful transition of over 150 employees during a major company restructuring, ensuring clear communication, proper training, and minimal disruption to productivity.