

E. Leo Taylor
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OBJECTIVE: A position that will allow an opportunity for me to utilize my years of experience and knowledge of Human Resources and Local Government.

SUMMARY OF QUALIFICATIONS: Over thirty-five years as a Human Resources generalist with responsibilities including:

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| *Recruiting | *Training/Instructing |
| *Salary Administration | *Benefits Administration |
| *Counseling | *Legal Compliance |
| *EEO/Department of Labor Investigations | *In-house Investigations |
| *Drug Test Sample Collection | *Criminal Back-grounding and FCRA compliance |
| *Budgeting Process | *Performance Management |
| *Unemployment Claims Management | *Union Avoidance Training |

EXPERIENCE:

TOWN COUNCIL EXPERIENCE:

Elected to the Tarboro Town Council in 2015 to represent Ward 2.

Two (2) separate terms as Mayor Pro Tempore

Represent Ward 2 residents in policy decisions, zoning matters, and service delivery concerns.

Participate in Town Council meetings, vote on ordinances, budgets, and capital projects.

Represent the Town Council on several boards and committees, including the Upper Coastal Plains Council of Government, Tarboro Development Corporation, Edgecombe Community College Board of Trustees, etc.

Engage with constituents to address neighborhood issues such as infrastructure, public safety, and economic development.

Support strategic initiatives like downtown development, utilities, and community programs.

PROFESSIONAL EXPERIENCE:

Divisional Human Resources Manager
MBM Corporation
2641 Meadowbrook Road
Rocky Mount, NC 27801

August 6, 2001 to January 9, 2015

Provide HR support to 8 distribution centers. Assist with recruitment needs of both warehouse employees and truck drivers. Insure company policy is being adhered to in all employee issues.

Provide HR generalist support in all areas of legal compliance. Work on special projects for improved efficiency of HR Department.

Corporate contact for vendors supplying Back-grounding services and Unemployment Claims management. Review and approve all criminal history reports of potential new hires for entire enterprise.

Work with and assist Compliance Department with Drug Testing and compliance with DOT regulations.

Instruct Management Skills classes and other classes such as Sexual Harassment training throughout the year or on as needed basis.

Assist with conducting Employee Attitude Surveys and HR audits in DC's that I support as Divisional HR manager.

Director of Human Resources
Hardee's Food Systems, Inc.
Rocky Mount, NC 27804

June 2000 to July 11, 2001

Supervise four corporate employees and nine field HR Representatives. In charge of the daily functions of the department and report directly to the VP of Human Resources for CKE.

Work directly with Executive level Operations and Administration to achieve company goals. Have been involved in confidential discussions and decisions on CKE's consolidation of Hardee's corporate/divisional office.

Sr. Field Human Resources Manager
Hardee's Food Systems, Inc.
Rocky Mount, NC 27804

1998 – June 2000

Supervised five Regional Human Resources Managers. Supported these managers from the corporate office and assisted with their needs to enable them to support restaurant HR needs.

Supervised the performance of the Regional HR Managers to ensure HR support was provided at highest level possible. Visited with each HRM in their region to give support when needed or to help resolve any performance issue. Conducted their annual performance reviews.

Served as the main contact for vendors administering pre-employment and post-accident drug testing. Served as the main contact for the vendor administering employment screens. Served as the main contact for the vendor administering our Employee Helpline. Served as the main contact for the vendor administering our 800 recruitment line.

Regional Human Resources Manager
Hardee's Food Systems, Inc.
Raleigh, NC 27606 1980-1998

Functioned in a support role to Operations for all Human Resources needs within the Region. Assisted with all rollout of company HR programs.

Responsible for all Human Resource generalist activity for 65-200 company restaurants. Activities included management recruiting, compensation, performance management and legal compliance.

Worked directly with Regional Vice-President of Operations and the District Managers of Operations to insure that company policies and practices in regard to Human Resources were adhered to.

Department Manager
Belk's of Tarboro
Parkhill Mall of Tarboro, NC 27886 1978-1980

Responsible for purchasing and pricing of merchandise for sell in four areas of retail department store. Made sure these areas were offering customer satisfaction in an effort to contribute to the profitability.

EDUCATION: Rocky Mount Senior High School
Rocky Mount, NC 1969

PROFESSIONAL
CERTIFICATIONS: Employment Learning Innovations, Inc. Atlanta, GA
Civil Treatment Training certified instructor

Selection Research, Inc. /Gallup, Lincoln, NE
SRI selection instrument, certified administrator

Various Legal Update seminars offered by Labor Attorney offices

REFERENCES: Available upon request