



## Carolyn O'Kelley HUMAN RESOURCES CONSULTANT

[Carolyn.OKelley@ollisaa.com](mailto:Carolyn.OKelley@ollisaa.com)

Carolyn O'Kelley has over 25 years of leadership experience in all aspects of human resources activities including benefits, compensation, training and development, organizational development, talent selection, employee relations and legal compliance. She has worked in a variety of industries for local and national large and mid-size companies in the profit and not-for-profit arenas.

Carolyn graduated with a Bachelor of Science degree in Business Management from Missouri Southern State University and holds two HR professional certifications – Senior Professional in Human

Resources (SPHR) from the HR Certification Institute (HRCI) and Senior Certified Professional (SHRM-SCP) from the Society for Human Resource Management (SHRM). She is a graduate of Leadership Springfield and has spoken to various conferences at the state and local level.

Carolyn is a member of SHRM and has served on the board for the Missouri State Council of SHRM and served in various board positions for the Springfield Chapter of SHRM. In 2016, Carolyn was President of the Springfield Area Human Resources Association (SAHRA) and nominated for the Springfield Business Journal Top Local Human Resources Professional of the Year.



## Kenya Pearman HUMAN RESOURCES CONSULTANT

[Kenya.Pearman@ollisaa.com](mailto:Kenya.Pearman@ollisaa.com)

Kenya Pearman has over 20 years of Human Resources Director experience including recruiting, onboarding, employee relations, training and development, benefit administration, legal compliance and has developed employee recognition programs in the supply chain/logistics industry. Kenya has a BS in Political Science from Oklahoma State University and is actively involved in the

Springfield Area Human Resources Association and the Society for Human Resource Management. Kenya holds the Senior Professional in Human Resources (SPHR) from the HR Certification Institute (HRCI) and Senior Certified Professional (SHRM-SCP) from the Society for Human Resource Management (SHRM).



## Victoria Ramsey HUMAN RESOURCES GENERALIST

[Victoria.Ramsey@ollisaa.com](mailto:Victoria.Ramsey@ollisaa.com)

Victoria Ramsey has more than 16 years of experience including talent acquisition, onboarding and offboarding, benefit and HR administration, and

talent management in the health care, public education, and construction industries.

- **Website:** [HR.OllisAkersArney.com](http://HR.OllisAkersArney.com)
- **Office:** (417) 881-8333
- **Help Desk:** (800) 256-7310
- 2274 E. Sunshine St., Springfield, MO 65804





# WE OFFER SOLUTIONS IN ALL AREAS OF HUMAN RESOURCES.

Ollis/Akers/Arney knows how challenging it is for business leaders to stay informed in all areas of Human Resources. To allow you to focus on your core business, our trusted advisors in the Business Consulting Division offer expertise, knowledge and Human Resources solutions to maximize your return and minimize business risk.

## ADMINISTRATION

- Human Resources Policies & Practices
- HR Assessments
- HR Best Practices
- HR Documents & Forms
- Human Resources Information System (HRIS)
- Online HR Resource Tool
- HR Hotline

## COMPENSATION & BENEFITS

- Benefit Analysis
- COBRA Administration
- FMLA Administration
- Total Rewards Statements
- Compensation Structure Analysis

## COMPLIANCE

- Affirmative Action Plans
- Americans with Disabilities Act (ADA)
- COBRA

- EEO-1 Reporting
- Employment Law
- ERISA
- Family Medical Leave Act (FMLA)
- FLSA - Wage & Hour Position Review
- I-9 Audit
- Human Resources Audit
- Record Retention
- Worksite Required Postings
- Worker's Compensation

## HR DEPARTMENT OUTSOURCING

- Comprehensive HR Department Facilitation

## EMPLOYEE RELATIONS

- Employee Handbook
- Employee/Manager Problem Resolution
- Diversity Program
- EEOC & State Commission Investigation & Response
- Incident Reporting Hotline
- Investigations (Sexual Harassment, Discrimination, etc.)
- Management & Employee Education (Sexual Harassment, Diversity, etc.)
- Outplacement Services
- Reduction in Force and Position Elimination
- Unemployment Claim
- Workplace Violence

## PERFORMANCE MANAGEMENT

- Coaching and Counseling
- Corporate Core Competency and Job-

- Specific Competency Integration
- Involuntary Termination Process
- Job Descriptions
- Performance Appraisal Process
- Problem Resolution Process
- Progressive Disciplinary Process

## ORGANIZATIONAL DEVELOPMENT

- Employee Satisfaction Survey
- Employee Engagement Survey
- Corporate Core Values Identification, Implementation and Integration
- Succession Planning

## TALENT SELECTION

- Applicant Assessment Tool
- Background Check & Drug Screening
- Behavioral-Based Interviewing Training and Implementation
- Employment Verification
- Onboarding Process
- Retained Job Search
- Talent Acquisition System (Talent Sourcing, Applicant Tracking, Job Posting, Recruiting, Competency-Based Interview Guides, Screening & Interviews)

## TRAINING & DEVELOPMENT

- Management Development Training
- Individual Development Training
- Individual Development Plans
- One-on-One Coaching for Managers
- One-on-One Training for HR Professionals

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