

Eric Peterson

8160 County Road 64, Apt 422
Daphne, AL. 36526
309-335-2581
espeterason77@yahoo.com

Galesburg Castings, Inc.

Human Resource Manager and Safety Coordinator - Galesburg, IL – July 2014 to July 2017

Responsibilities

Oversee Human Resources and organize and coordinate the operations of personnel. Develop and implement employee tracking program to document vacation, personal, and sick time. Responsible for recruiting, hiring of all new employees and administering orientation to ensure easy transition into company culture. Conduct investigations related to employee safety and human resources and advise management of results and discipline measures. Oversee and document all safety training for compliance with state and federal law. Implement preventative measures to improve safety conditions for employees. Work with OSF Occupational Health in administering new employee drug screen, employee random drug policy, and treatment of workman's comp injuries. Administrator of all dental, life and medical insurance and assist in processing weekly payroll for all employees.

Accomplishments

Developed an interview criteria to improve the quality of potential employees and eliminate turnover. Greatly reduced the number of workman comp injuries to employees by helping change company culture by teaching the importance of employee safety. Reduced insurance costs by correcting discrepancies and performing routine audits of all insurance policies to ensure accuracy.

Skills Used

Communication, organization, teaching, administration, and leadership.

AgReliant Genetics LLC

Process & Safety Coordinator, Production Lead & Marketing – Elmwood, IL – May 2005 to July 2014

Responsibilities

Represent AgReliant at Career Fairs throughout the year to fill open positions within the company and to recruit students for our summer internship program. Conduct initial interviews for all new employees and interns. Assist in the implementation of the Corporate Training and Career Development Program to aide employees in career advancement within the company. Supervise all winter crop seed coming into production plant from South America. Serve as chair of Safety Committee and developed new company policies to ensure employee safety. Work with peers to develop new policies and procedures to ensure quality standards were being met and received USDA

certification. Organize all major farm shows to promote company line of products. Help in the development of marketing strategies by co-chairing marketing committee. Oversee sales and marketing program for new company line of soybeans. Supervise production of seed corn to ensure quality standards and daily goals were being achieved. Responsible for overseeing the aerial spray program and working with detasseling crews to ensure their safety.

Accomplishments

Helped grow company image by improving marketing at farm shows, advertising, and sales message. Received USDA certification by establishing a Quality Management System. Decreased the amount of workman's comp injuries by enforcing company safety polices. Accomplished the largest production goal in company history while supervising production shift.

Skills Used

Communication, organization, teaching, administration and leadership.

Northwoods Community Church

Galesburg, IL – April 2011 to present (Volunteer)

Responsibilities

Lead team of volunteers on the weekend to ensure a smooth transition from one service to the next. Contact team members to verify availability and find replacements when necessary. Assist church members and consistent attenders in joining a small group that will provide them with connections to the church body. Welcome guests and direct them to the appropriate locations. Fill in for the Volunteer & Assimilation Associate when she is ill or on vacation. Assist with speaking to and mentoring junior high students.

Accomplishments

Personally sought after by Satellite Campus Coordinator to apply for the position of Campus Pastor for a new satellite campus based on past performance, dependability and passion for the people of the church.

Skills Used

Organization, leadership, administration, teaching, mentoring and team building.

EDUCATION

Bachelor of Arts in Communication/Public Relations

Western Illinois University – Macomb, IL - August 2003

Associates of Arts

Carl Sandburg College – Galesburg, IL - May 1999