

**RSJ/SWENSON – WHAT WE’VE DONE**  
**June 2008 - July 2009**

Employee Handbooks

Developed new employee handbooks for:

- Restaurant chain with 98 stores (including Spanish translation)
- Electrician firm in Inglewood
- Beverage distribution firm in Santa Monica
- Franchised medical clinics with offices in 15 states, based in Las Vegas
- Ingredient manufacturer in Brea
- Pharmacy in Santa Monica
- Construction company in Huntington Beach
- Insurance agency in Woodland Hills
- Architectural firm in downtown LA
- Non-Profit elementary school in Topanga
- Large street sweeping firm in Paramount
- The largest non-profit tennis association in U.S.
- Limousine company in Whittier
- Harley-Davidson Retail store in Riverside

Revised existing handbooks for:

- Law firm in Pasadena

Human Resources Compliance Audits

Conducted all-day audits with a comprehensive written report for:

- Glass manufacturing plant in Vernon
- Small pharmacy in Santa Monica
- Mid-sized law firm in Pasadena
- Payroll & accounting firm in Brentwood

Kolbe Consulting

Provided Kolbe analysis for:

- Assistance in hiring a new controller for a Taxi company in South Bay
- Helping management adjust to a new employee at an insurance brokerage in Santa Barbara

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### Illness & Injury Prevention Plan

This written plan must be in all businesses. Developed a customized plan for

- Medical clinic in Las Vegas
- Vehicle parts manufacturer with offices in 10 states and China (based in Norwalk)

### Non-Harassment Training

This 2-hour seminar is required for all businesses in California. Presented an on-site seminar to:

- Medium-sized law firm in Santa Monica
- Food packaging distribution company in Paramount

### Human Resources Consulting

- Prepared and attended an unemployment hearing response for a hardware company in Burbank
- Mediated an employee-manager dispute for a law firm in Pasadena
- Answered questions regarding payment of wages for a dental clinic in Pasadena
- Wrote corrective action memos and consulted on disciplinary action for an architectural firm in downtown LA
- Counseled owner of a construction consulting firm on performance management issues with several employees. Two resulted in terminations with no subsequent legal action.
- Answered wage & hour questions on meal and rest periods for an online directory firm in Encino

### Human Resources Projects

- Developed job descriptions for a direct marketing firm in Van Nuys
- Produced and wrote an HR newsletter for the franchisee owners of a nationally known fast food restaurant chain

### Management Training & Development

- Surveyed managers, and based on those responses developed a customized two-day management/leadership training course for a direct marketing firm in Santa Monica

### Platinum Clients

- A jeans manufacturing and marketing firm in Vernon

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### Management Consulting

- Developed a compensation plan, organizational structure, and new business development plan for a new lobbying firm in Los Angeles [in progress]
- Developed a profile of an ideal leader for a large non-profit after school program based in Los Angeles. This involved interviewing top employees; executives, and then using Kolbe® to identify specific instincts of a top leader. This information will be used (and we will continue to consult) as this program replicates its success in several markets outside of southern California. [in progress]

### Workplace Investigations

- Conducted an investigation into racial discrimination and an electronics firm in Cypress. No legal action was necessary after our recommendation.
- Conducted an investigation into allegations of sexual harassment by a principal of a large medical clinic with 8 offices in Southern California. No legal action was necessary after our investigation was completed.

### Compensation Consulting

- Designed a compensation program for a publicly traded beverage brand and marketing firm with offices in Vancouver, BC and Las Vegas [in progress]

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