

Adam M. Iwanow

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PROFESSIONAL SUMMARY

With my enrollment in Georgetown University's prestigious *Master's* program in human resources management | labor & employment relations, my (*J.D.*), specializing in business and employment & labor law, and my *bachelor's degree* in business communications, I am seeking to utilize my legal education and background and my passion for business management, human resources, and employee & labor relations to excel as a strategic HR business professional. I have the innate ability to synchronize the business vision, of the organization, with the HR, legal, and compliance initiatives to improve performance, profitability, growth, and employee engagement. I pride myself on my knowledge, skills, and abilities in organizational development, labor & employment relations, dispute resolution, contract drafting and negotiation, professional development programs, and training and on-boarding initiatives, as well as my awareness of, and ability to navigate, human resources and employment laws, regulations, and standards. As a proven capable leader, with a diverse professional background, I have supported companies and organizations with a unique perspective and appreciation that human capital is an elementary component and a fundamental asset to every organization.

EDUCATION

Georgetown University – Washington, D.C. (*Online*)

Master's Degree, Human Resources Management | Labor & Employment Relations, 2019

University of Missouri School of Law – Columbia, MO

Juris Doctor (J.D.), Corporate Governance/ Business Law, 2017

- *Dean's List Recipient | CALI Excellence for the Future Award Recipient*
- *University of Missouri Journal of Dispute Resolution, Associate Member*
- *Student-Faculty Relations Committee, Student Representative*

Lindenwood University – St. Charles, MO

B.A. (cum laude), Business Communications - Emphasis in Business Administration/ Human Resources, 2014

- *Dean's List Recipient*
- *NCAA All-American Scholar Athlete Recipient*

PROFESSIONAL EXPERIENCE

Dick's Sporting Goods, Inc. | Chesterfield, MO |

September 2017 – Present

Assistant Store Manager | Employee Relations & Dispute Resolution

- Collaborate with associates and management concerning Independent Development Programs (“IDP”) and assist in the creation, monitoring, assessing, and maintenance of professional and career advancement tools and goals.
- Direct and coordinate the training, on-boarding, and assimilation of new associates concerning Dick's Sporting Goods processes, systems, and expectations.
- Oversee employment relations affairs, including performance management systems, promotion/ advancement recommendations, disciplinary procedures, and employment development programs.
- Participate in every aspect of employee recruitment, including reviewing resumes, screening, interviewing, hiring and on-boarding/training.
- Advocate to the General Store Manager on behalf of store associates concerning employee recommendations, grievances, disputes, and conflicts and advise managers concerning recommendations for resolutions.
- Utilize, review and analyze business and HR metrics, systems, and software, including Kronos/ Attendance Tracker, Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Key Performance Indicators (KPI), Continuous Quality Improvement (CQI), balanced scorecard, flash sales, and comparative district reports.

Office of Missouri Governor Eric R. Greitens | Jefferson City, MO |

January 2017 – May 2017

Economic Development & Compliance Intern

- Researched, studied and analyzed the Missouri laws and current and proposed legislation, specifically legislation that had a direct or indirect impact on business and economic/ workforce development incentives.
- Conferred with key legislators concerning various bills and interests related to the Governors policy platform.
- Prepared case studies, briefings, legislative memos and correspondence for the Office of the Governor concerning pending legislation that impacts areas of interest for the Governor's policy platform.
- Engaged in strategic policy development sessions with executive level government officials and external consultants and provided analysis and guidance concerning ethical and legal compliance with executive and legislative action.

United States District Court for the Eastern District of Missouri | St. Louis, MO |

August 2016 – January 2017

Judicial Extern for The Honorable E. Richard Webber, Senior United States District Judge

- Prepared legal memoranda and drafted orders and opinions, and developed familiarity with federal and state employment laws and regulations, including ADA, ADEA, NLRA, EEOC, and FMLA.
- Provided administrative assistance in courtroom proceedings (trials, hearings, motions, etc.) and advised Judge Webber and other members of the judicial staff prior to the oral arguments.

IAITAM | Canton, OH | *International professional association for IT Asset Management*

November 2016 – October 2017

Employee Relations & Human Resources Intern

- Involved with complex corporate matters that cut across legal, compliance, human resources and related areas.
- Assisted in the development, maintenance, and revision of policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Assisted in the development and periodic review of the Code of Conduct, Code of Ethics, and other corporate policies to ensure organizational consistency, industry currency and relevance, and integration with the corporation's ethical philosophies in providing guidance to management and employees.
- Identified potential areas of vulnerability and developed/implemented corrective action and resolution plans.
- Assisted in organizational development and corporate training programs, by preparing programs, module summaries, and other educational content for professional development.
- Utilized HR and business analytics, as well as developed familiarity with HRIS, applicant tracking, and workforce management software.

Missouri Attorney General's Office | Jefferson City, MO |

May 2016 – August 2016

Consumer Protection & Antitrust Litigation Intern

- Researched, studied, and analyzed federal and Missouri state laws, concerning areas of consumer protection and antitrust litigation, and reviewed and researched evidence/documents to analyze the overall fact pattern of claim and synthesize data into a professional report with recommendations to the department.
- Analyzed complaints relating to individual company and industry-wide regulations to determine whether a violation of federal or Missouri laws or a breach of contract provisions has occurred.
- Engaged in fraud/ consumer compliance review and investigated MMPA (Missouri Merchandising Practices Act) code violations through requesting, analyzing, and summarizing documentation and information to resolve consumer/industry complaints and allegations.
- Reviewed and analyzed state and federal administrative and court litigation, decisions, and rulemaking proceedings and engaged in consumer and fair-business education courses and programs.

VOLUNTEER/ NON-PROFIT EXPERIENCE

Human Resource Management Association (HRMA) - St. Louis | St. Louis, MO |

January 2018 – Present

Programs & Professional Events/ Leadership Conference Committee

- Contribute to the HRMA educational/ professional development agenda through developing industry relevant topics, recruiting speakers and coordinating logistics for monthly programs and the HRMA Leadership Conference.

Shriners International – Eastern Missouri | St. Louis, MO |

August 2014 – Present

Executive Search & Leadership Development Committee Member

- Continuously assessed various training, development, and executive coaching programs and materials and made recommendations to the executive committee and board of directors.
- Engaged in executive talent acquisition, interviewing, on-boarding/ training, and development programs.
- Facilitated “high potential” leadership development programs and executive development sessions, and served as the subject matter expert on leadership development and succession best practices.
- Prepared training materials and selected key talent and instructors for professional development and leadership conferences, for high potential leaders at all levels of the organization, and engaged in regular and active follow-up with conference attendees to ensure effective understanding and implementation of the training material.

Shriners International - Eastern Missouri | St. Louis, MO |

August 2014 – Present

Recruitment, Training & Organizational Development Committee Member

- Served as strategic counsel to regional president and governing board, and suggested innovative problem-resolution strategies concerning management and human resource-related issues.
- Developed and implemented a membership recruitment, development, and retention program, which earned international recognition and resulted in the greatest international positive growth.
- Managed the sourcing, screening, and assessment processes for staffing the organization's standing and strategic committees and leadership/ executive appointment positions.
- Responsible for designing executive, leadership, and organizational development plans and effectively managing and implementing organizational training programs and leadership conferences.

PROFESSIONAL AFFILIATIONS

Society of Human Resources Management (SHRM) – Member

Human Resources Management Association of Greater St. Louis – Member