

# **JODY ALLEN HAMMETT, Ph.D.**

1764 Country Club Drive

Baton Rouge, LA 70808

225.229.7127

E-mail: jody.hammett@att.net

---

## **SUMMARY OF QUALIFICATIONS**

- 20 years of progressive leadership, higher education, and organizational and workforce development experience with proven success by committing to and promoting the investment of people
- Dynamic leader and organized manager
- Creative self-starter with exceptional communication skills
- Team player with an affinity for problem solving and developing relationships

## **PROFESSIONAL EXPERIENCE**

### **Founder and Lead Consultant**

Hammett Resources-Workforce Solutions (01/19-present)

Hammett Resources provides consulting for today's workforce challenges including recruitment and staffing, talent management and development, safety program development, and management/supervision training.

### **Adjunct Instructor**

Louisiana State University- 2009-present

- Teaches undergraduate courses in the School of Leadership & Human Resource Development on topics including leadership development, career development, and entrepreneurship
- Develops online course materials and meets with students as needed

### **Director of Safety and Workforce Development**

Deep South Crane & Rigging, LLC- 01/16-01/19

(Director of Training and Recruitment 03/14-12/15)

- Oversaw/managed human resources, safety, and training staff
- Served as the corporate contact and responded to client needs for all safety and training matters, traveling to regional offices and jobsites as necessary
- Identified, developed, and updated safety standards, policies, and procedures as needed for continuous improvement
- Reviewed incident reports to ensure proper investigation was completed and follow-up actions were implemented
- Audited files to ensure equipment was maintained in excellent operating condition and job safety analyses were consistent and effective
- Monitored the safety audit program, ensuring that hazardous conditions were identified and corrected
- Reviewed prequalification documents, provided safety statistics and company information as required by clients
- Prepared for, and participated in, third party audits of the Deep South Crane & Rigging safety program
- Oversaw the recruitment and selection of new employees, coordinated the application and interview process

- Developed and maintained the online application process
- Implemented a new onboarding process for all new hires to facilitate training on the hire date and continued development of the employee
- Targeted methods for facilitating employee engagement aimed at increased productivity and retention; facilitated communication efforts throughout various levels of the company
- Determined company-wide training needs for a diverse workforce of over 600; developed a plan to complete necessary training
- Oversaw the management of training records and documentation
- Coordinated weekly safety training schedule
- Created or reviewed/edited online training modules as needed; organized content on the learning management system
- Developed targeted training programs to aid employees in obtaining required certifications
- Created job descriptions and training plans for positions, defined skills necessary for advancement, and developed training materials as needed
- Fostered relationships with high schools, trade schools, colleges and universities, and government agencies joining in their efforts to provide awareness to the skilled craft opportunities available to their constituents; served on related advisory boards
- Created recruitment materials to attract students to the opportunities available at Deep South and within the industry
- Worked with union representatives to coordinate the referral and training of employees in their apprenticeship programs; served on related advisory board

### **Chief Operating Officer**

Red Door Interiors, Inc. - 01/12-07/13

- Oversaw all operations, human resources, and accounts payable for three stores and two warehouses in Louisiana; 47 total employees
- Coordinated the opening of the third location in Alexandria, LA
- Created long-range and annual business plans that established company goals and objectives including sales of \$5 million per year
- Provided leadership and guidance to employees in achieving the goals and objectives established in the plan
- Developed an organizational plan for the company, served as leading change agent and mentor to managers
- Established a compensation plan and benefits for company employees
- Maintained compliance with all federal, state, and local tax and licensing laws and all laws governing employees
- Reviewed company's financial reports weekly, providing direction to accounts payable
- Developed and maintained employee job descriptions and refined duties as necessary
- Made hiring and dismissal decisions of direct reports and reviewed qualifications of hires recommended by subordinate managers
- Created, implemented, and maintained a customer service model
- Fostered good relationships with vendors to acquire pricing and terms most favorable to the company
- Attended markets with buyer to advise on customers' product preferences and to enhance vendor relationships
- Set product mark-ups to achieve customer appeal and to attain or exceed the profit margins and sales goals established by the business plan
- Maintained accurate product inventories

- Made purchasing decisions as necessary to maintain appropriate inventory to achieve desired sales in each item category
- Reviewed inventory to determine price reductions and changes in product selection
- Ensured that inventory flowed efficiently and timely between warehouses and stores, providing direction to the staffs as needed
- Made regular visits to stores providing leadership and training to managers

### **Director of Student Services**

LSU College of Agriculture - 04/06 to 12/11

- Directed student services programs for the college and supervised staff; giving yearly performance reviews accordingly
- Oversaw the recruitment, admission, retention, and graduation of all undergraduate students including the development of recruitment materials, management of records, and certification of graduates
- Managed the scholarship selection process for the college by maintaining financial reports, projecting award budgets, and selecting recipients
- Served as the Associate Rector of the Agriculture Residential College by overseeing the development and implementation of academic programming, determining course offerings, monitoring faculty stipend agreements, recruiting and admitting students, and maintaining the budget
- Monitored and counseled students with academic problems; reviewed academic petitions and appeals for approval
- Interpreted and administered academic policies for the college
- Taught introductory orientation courses to students in the college and human resource education (leadership) courses to students throughout the university
- Assisted in the development of departmental strategic goals, annual report, and job descriptions
- Served as secretary to the college's Courses & Curricula Committee and collaborated with the chair in such matters as the preparation of meeting agendas, scheduling, and ensuring the accuracy of the publications
- Programmed the degree audit system, making yearly updates to all degree programs
- Provided academic certifications as required for students applying to professional programs and assisted in the nomination of students for honors and awards
- Oversaw the coordination of all college events

### **ASSISTANT DIRECTOR**

LSU Office of Undergraduate Admissions - 04/02 to 04/06

- Managed and trained staff responsible for counseling and evaluating records of 17,000+ prospective students each year
- Served as residency officer by presiding as the contact and counselor for applicants regarding residency concerns and by governing the appeals process for continuing students
- Oversaw the selection, retention, and evaluation of department personnel
- Collaborated with upper administration to write departmental strategic goals, annual report, and job descriptions
- Continuously analyzed the admissions process and made recommendations for changes, improvement, and training needs
- Reviewed appeals submitted to the Undergraduate Admissions Committee

- Developed new recruitment strategies and programs to attract high achieving transfer students; wrote recruitment plan for proposal of budget; maintained budget
- Managed quality control in the processing and evaluating of records
- Served as liaison between senior colleges and admissions to insure both accurate and efficient processing of applications and quality service to students
- Coordinated cross-enrollment programs with community colleges and assisted with maintenance of articulation agreements
- Reconciled daily financial record of admissions application fees

### **ACADEMIC ADVISOR**

LSU Evening School – 10/03-02/06(part-time as needed in the evenings)

- Reviewed academic records and advised prospective students on opportunities for admission
- Counseled students on LSU's academic regulations and provided assistance in the selection of courses in relation to their prospective degree programs
- Studied current trends in adult education to assist in the development of a beneficial program for adults in the community

### **COORDINATOR (Transfer, Re-entry, and International)**

LSU Office of Undergraduate Admissions - 11/01 to 03/02

- Managed and trained staff responsible for counseling, recruiting, and evaluating records of 6,000+ prospective students each year
- Coordinated recruitment programs designed to attract high achieving transfer students
- Assisted in quality control management in the processing and evaluating of records
- Served as liaison between senior colleges and admissions to insure both accurate and efficient processing of applications and quality service to students

### **SENIOR ADMISSIONS OFFICER**

LSU Office of Undergraduate Admissions - 12/00 to 10/01

- Evaluated and reviewed course credit from other institutions for acceptance in accordance to LSU's academic policies
- Trained freshman admissions officers
- Supervised student employees
- Performed duties from previous admissions officer position

### **ADMISSIONS OFFICER**

LSU Office of Undergraduate Admissions - 10/99 to 12/00

- Advised prospective students on educational opportunities and eligibility for admission
- Actively recruited prospective students and provided campus tour consultation to them and their parents
- Evaluated high school records to determine probability of academic success
- Identified high achievers and organized receptions to familiarize them with the opportunities available at LSU
- Served as a liaison between admissions and other campus offices such as Student Aid and Scholarships, Residential Life, Orientation, Center for the Freshman Year, and the LSU Ambassadors
- Worked with LSU alumni chapters to better meet the needs of perspective students in their area

- Assisted with targeted special high school recruitment events such as Tiger Day, Explore LSU, and Preview LSU
- Served as Assistant Executive Director for Louisiana Academic Decathlon and assisted with the coordination of the Louisiana High School Rally

## INVOLVEMENT

- Vice President/President Elect-Greater Baton Rouge Society of Human Resource Management
- Workforce Readiness Committee-Greater Baton Rouge Society of Human Resource Management
- Society for Human Resource Management
- Ellis Laine Malone Foundation-Secretary/Treasurer
- American Society of Safety Professionals
- OSH&E Industrial Advisory Committee-Southeastern Louisiana University

## EDUCATION

**Doctor of Philosophy**  
**Human Resource Education and Workforce Development, December 2010**  
 LOUISIANA STATE UNIVERSITY, Baton Rouge, LA

**Master of Science**  
**Vocational Education, May 2002**  
 LOUISIANA STATE UNIVERSITY, Baton Rouge, LA

**Bachelor of Science**  
**Psychology, May 1999**  
 LOUISIANA STATE UNIVERSITY, Baton Rouge, LA

## REFERENCES

Dr. Betsy Garrison, Director and Professor  
 Dale Bumpers College of Agricultural, Food, & Life Sciences  
 University of Arkansas  
 (479)575-4305  
[megarris@uark.edu](mailto:megarris@uark.edu)

Jeremy Landry, Vice President  
 Deep South Crane & Rigging, LLC  
 (225) 753-4371  
[jlandry@deepsouthcrane.com](mailto:jlandry@deepsouthcrane.com)

Dr. Margaret (Mimi) Singer Lee, Executive Vice President/Chief Human Resources Officer  
 Business First Bank  
 (225) 921-3800  
[mimir@lsu.edu](mailto:mimir@lsu.edu)