

Dawanna Mims, MHRM
HR/Labor Relations Professional | Certified AI Consultant
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Professional Overview

Accomplished HR/Labor Relations leader experienced in employment law, policy development, and union negotiations. I provide legally sound guidance and cultivate inclusive workplaces, using strategic thinking to enhance organizational effectiveness with integrity and discretion.

Core Competencies

- Employment law compliance and policy development
- Conflict resolution, investigations, and training delivery
- Job classification management and process optimization
- AI-assisted organizational solutions

Professional Experience

Rockford Public Library | 1990 – Present

Human Resources Director

- Oversee HR/labor relations and ensure compliance with employment laws and regulations
- Develop HR programs to enhance benefits administration and workforce efficiency
- Investigate workplace misconduct and prepare detailed reports meeting legal and policy requirements
- Lead union negotiations in collaboration with legal counsel
- Create and implement policies supporting fair employment practices and legal compliance
- Develop job descriptions with department heads, ensuring proper classification and compensation
- Train managers on progressive discipline, documentation, and workplace equity

Education

Keller Graduate School of Management/DeVry University - Master's Degree, HR Management

Judson University - Bachelor's Degree, HR Management

Certifications

- Labor Relations Certification, University of Wisconsin-Milwaukee
- Internal Investigations Certification, American Management Association
- Myers-Briggs Type Indicator Certification, American Management Association
- Certified AI Consultant, AI InnoVision
- Notary Public/Certified Loan Signing Agent, State of Illinois