

Gemini Consulting, LLC

Your Strategic Business Partner For HR Solutions



About Gemini Consulting LLC

Gemini Consulting LLC is a regional Human Resource firm headquartered in Montgomery County, PA offering a wide range of Human Resource Services. Our clients have the flexibility of choosing which services they want to partner with us, whether per hour, per project or as needed. We realize each client is unique and will customize a service plan to best suit specific needs.

At Gemini Consulting LLC, you will find that our solutions result in increased employee productivity, improved morale, and higher employee retention. This translates into cost savings that respect and protect your bottom line.

Our consulting services are provided on-site or off-site, or a combination that best meets the client's needs. Some organizations select our services to supplement an existing human resource department while others find it advantageous to utilize our services in place of a formal human resource function. Our primary role is to facilitate necessary change within an organization in order to enhance the success of the company. Our management, human resource, and training services are intended to improve productivity, efficiency, and communication.

It is our intention to work with your company to identify needs, develop an action plan, and assist with implementation as well as HR Coaching and Mentoring.

We strive to constantly be the subject matter and functional experts in Human Capital recruitment and strategic management. Once we have evaluated your needs, goals, current processes and practices, and challenges we develop an engagement plan that is strategy centered and tailored to meet your business goals.



Our Services

| Human Resource Consulting Services | |
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| Human Resources Administration and Support | Best Practices in Human Resources |
| HR Strategic Alignment | EEOC Preparation, Investigation and Hearings |
| New Employee Orientation and On-boarding | Staffing/Full Cycle Recruiting (Retained Search or Temp to Perm) |
| Human Resource Assessment/Audits/Recommendations | Performance Assessment (Creation & Management) |
| Training & Development (including state required trainings) | Compensation Management & Benchmarking (Salary Surveys) |
| Policy & Procedure Creation/Upkeep/Review | Social Media/Electronic Communication Best Practices |
| Job Description Creation & Management | Benefits/Insurance Strategy |
| Employee Relations/Conflict Resolution | Employee Handbooks Creation or Revision |
| Strategic Staffing/Hiring Annual Budgeting | Background Screenings (Processing & Assisting with Results) |
| Workplace Wellness Initiatives | E-Verify/I9 Compliance/Re-verification |
| Family Medical Leave Administration | Employee Assistance Programs |
| Personnel File Maintenance/Record Retention | Coaching & Mentoring |
| Fair Labor Standards Compliance (exempt, nonexempt, contractor vs. employee) | Fringe Benefits Administration |
| Culture Change Management | Wage & Hour Compliance |
| Unemployment Compensation Management | Exit Strategies/Terminations/Reductions in Force |
| Return To Work Programs (Fitness for Duty & Safety) | Labor Poster Compliance (Federal, State & Local) |
| Management Training | Talent Management |

Executive Profile



Jodi Krawitz, PHR

Jodi Krawitz, PHR is an accomplished Human Resource Executive with an extensive and proven track record of working closely with business leaders at all levels, in a variety of industries and size companies for over 25 years. Jodi is a savvy team leader with superb business acumen and proven ability to forge indelible team synergy. Jodi is an innovative problem solver, strategic decision maker, strong communicator and highly-skilled negotiator. Jodi has a unique ability to provide a service that delivers unmatched best practices, focus and compliant Human Resource solutions.

With decades of progressive, internal business and executive management experience managing all Human Resource functional areas of companies, Jodi has served on leadership teams of large and small companies prior to becoming a consultant and trusted advisor.

She has led all major HR functions, approaching them as valuable levers to enable achievement of business strategy. Jodi consults in the areas of organizational alignment, leadership development, executive coaching, HR strategic planning, conflict management, team building, diversity, and change management, staffing and selection, compensation, and performance management strategies, as well as internal communications. She also has provided HR leadership to smaller and early life cycle businesses. Jodi's passion is to build sustainable business models that create people-focused workplaces that are externally informed and internally-driven, benefiting both the employees and customers.

Jodi is committed to helping businesses make the most of their resources and talent and helping individuals make the most of their job search. In addition to her accomplishments, Jodi has also provided career transition services through one-on-one coaching, group workshops, and educational seminars at various organizations.



Testimonials - See what our clients have to say....

Bill Barbot, Founder, Chief Operating Officer at Threespot

Jodi was a key contributor to our efforts to rethink and refashion our HR management practices. She dug in deep - really deep - with my staff and managers to understand our business, our brand, and what makes us tick, then provided structured, holistic, and actionable recommendations on how to transform and modernize our HR practices.

Otis L. Bullock, Jr., Esq., Executive Director at Diversified Community Services

I hired Jodi just a few months ago to help develop and implement a new human resource strategic plan for my agency. Already, she has truly transformed my agency's human resource department and we are on our way to becoming a high-performing nonprofit agency that invests in its employees. Jodi is the consummate professional and brings so much expertise to the table. Our recruiting, hiring and onboarding process is more focused than ever before. Jodi has been facilitating executive leadership training for my senior managers. And overall, our organization feels that it is moving in the right direction. We are steadily becoming an organization that develops, supports, and engages our leadership and staff to improve performance and have greater impact in our community. A great part of the credit goes to Jodi.

Ken Singleton, Executive Director at GBS/CIDP Foundation International

We are a small organization without a HR person. We had a need to add a totally new position to our organization. Jodi quickly understood our need, the attributes of the position and developed the perfect job description. Jodi also coached me through many of the newer methods of posting positions while at the same time very considerate of our non-profit budget. I will not hesitate to contact Jodi in the future for help and consultation.

Erin Myers, HR Director, Threespot

Jodi is an excellent HR consultant. She came to us by way of another one of her clients, and really jumped in immediately to not only help us figure out what we needed, but to get us organized and on track to take our HR practice to the next level. There is no doubt that we'd never be able to accomplish all we've done in such a short timeframe without her counsel. She's a great asset to Threespot and our HR department, and we're incredibly lucky to have the opportunity to work with her!!

John Trainor, Manager of Staffing Services

I have been fortunate enough to have worked with Jodi and time and time again she has been a pleasure to work with. She has integrity, and has always been a straight shooter with me. Her communication with me is second to none as she always responds in a timely manner. In today's world, individuals like Jodi Krawitz and with her experience do not come around or become available very often. I give Jodi the highest of recommendations and feel that whichever Company is lucky enough to land her will be counting their lucky stars for years to come.

Richea Jones, Controller, Diversified Community Services

Jodi, Is a true HR professional on every level. She is very knowledgeable of current laws and statues and she advocates not only for the company but also for the employee. I would recommend her services, seminars, and anything she is affiliated it with from Handbook creation to strategic & succession planning. I love her management style coupled with her communication skills makes her an expert in her field.



Testimonials - See what our clients have to say....

Robin Widdis, Business Unit President - CBIZ

I have known Jodi for over 12 years. When Jodi decided to open Gemini Consulting I thought it was a great idea. We have been able to partner with Jodi on several clients where her expertise, strong service and fair pricing made our clients extremely happy. Jodi creates a strong relationship with the client as their trusted advisor and delivers customized and professional services. The client receives a true partner in their business and high end consulting in areas such as; coaching, policy and procedures, training and sourcing candidates for open positions. Very pleased with the services Jodi has provided.

Jake Hutchings, Director of CivilianJobs.com

I had the pleasure of working with Jodi to fill some production and maintenance roles within her company. From the second Jodi and I started working together I was wowed! Her attention to detail is second to none, her ability to communicate and translate the needs of an origination allow for quick action. However her most impressive trait is her ability to have the "pulse" of an organization, Jodi clearly knows the people she works with and for and her passion for people and making sure an origination gets the best out of them really makes a difference. I would not hesitate for a second to recommend Jodi Krawitz for any role. She is a difference maker!!

Florin Larion, CI Corporate Manager at Knoll

Jodi is a great person to work with! From the day she reached out to me for an opportunity, everything went incredibly well. She made sure my skills were a good fit with the position requirements and she went above and beyond to make sure all my questions and concerns were address. The whole process went smoothly quick and well and she was upfront, honest and made sure both side expectations were met. I have the highest regard for her ability to match the right candidate with the right opportunity. I would highly recommend working with Jodi.

Barry Berkowitz, CPA, Managing Director at CBIZ MHM

Jodi was a consummate professional who directed our human resources of our 200+ person office. She also played the major role of consolidating 6 different business units located throughout the Delaware Valley into one central location in Plymouth Meeting. She reported to our corporate HR Department and directly to me as President of the local office. I credit Jodi for teaching me many things regarding how to manage people and I truly appreciate the time we worked together.

Leonard Senn, MBA, AVP OTC Operations at GENPACT

I had the great pleasure of working with Jodi for 3 years while at World Imports. Having worked with H.R. professionals for over 30 years I was quite impressed with Jodi's depth of and range of knowledge. Areas that I felt she excelled at were employee relations, workers comp, general liability insurance, and recruiting. Jodi cares. She cares about the company she is working for, she cares about the employees she is involved with, and she cares about her own professional development. She was consistently available for our employees to discuss any situation any time. She truly had an open door policy that was appreciated by all. She isn't afraid to advise upper management of potential problems and future areas of risk. She consistently provided management with timely and accurate information to help us avoid costly problems in the future. I strongly recommend Jodi for any Director level HR position that you may be considering her for.



Testimonials - See what our clients have to say....

Gwendolyn Little, Senior Project Manager

Jodi hired me as the Manager of Customer Service for World Imports, Ltd. in 2007 and together we worked as members of the Executive Team with one mission - help, guide, mentor and motivate our staffs to assist the President and son take World Imports, a small family owned business to the next level in becoming a major Importer of furniture. Jodi also recruited and hired many members of the Executive Team which included the Director of Warehouse Operations, the new CFO and COO as well as all levels and positions within the organization across the country. Jodi managed the HR, benefits, retirement, workers' compensation and Safety programs for over 150+ employees and supported four (4) distribution centers. She managed the HR department as one and successfully hired and mentored her HR staff as the organization grew. Her knowledge, drive and passion enabled the organization and management team to ensure our present day success. Jodi is a business partner as well as an employee advocate. Jodi, would be an asset to any organization.

Laurie Rockey, Controller, Material Concepts, Inc.

I've had the pleasure of working with Jodi both in her capacity as the HR Manager at World Imports and as a HR consultant with Gemini Consulting LLC. Jodi is a trusted, honest and dedicated Human Resources professional. Jodi's talents include talent acquisition, benefits, payroll management, employee relations, training and coaching. As a consultant, Jodi took the time to understand our business model and culture. Her knowledge and experience is top notch and I would highly recommend her.

Max Rothstein, Brand & Marketing Strategist with ESPN 97.5 The Fanatic

At a pivotal time in my career, Jodi came highly recommended to me as a HR coach and strategic negotiator. With Jodi in my corner, I was able to confidently navigate my contract negotiations so that I got the deal that I deserved. I highly recommend Jodi to both employees who are looking to grow their careers inside or outside their current company, as well as HR Directors and CEO's who are looking to integrate new positions and talent into their current structure. Jodi is a huge asset to you and your business as a talented, creative and experienced HR Consultant

John Badalamenti, Manager - Broker Support Group Tri-State Region at Rental Beast

Jodi is very thorough, detail oriented and extremely knowledgeable in all areas of HR and beyond. If you want top quality personnel for your business, you can count on Jodi to work with you for a solution to all your HR needs.



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**Jodi Krawitz, PHR | President
Gemini Consulting LLC**

**T | 267-663-7309
C | 267-222-2097 F | 267-663-7310**

jodikrawitz@gmail.com | www.hrgeminiconsulting.com

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