

SENIOR HR MANAGER, HR BUSINESS PARTNER

Summary

A highly dedicated and accomplished human resources manager with a record of proficiency in employee relations, training and development programs, recruitment and on boarding, payroll management, benefits administration, HRMS Database administration, job description development, wage/salary reviews, record keeping, and compliance. A proven leader in championing company values, vision, and expectations through effective communication and facilitation. Aligns HR strategy with business objectives, assesses and anticipates HR-related needs, communicates proactively within global HR teams and management, and seeks to develop highly effective integrated HR solutions.

Experience

Senior HR Manager, HR Business Partner

January 2014 to January 2016 Company Name 1/4 City , State

HR Manager

January 2012 to January 2013

Quality Service Manager, HR Manager

January 2010 to January 2011 Company Name 1/4 City , State

- Transferred from PEO model to full service payroll and benefits set up, including RFP for various payroll and benefits vendors, interviewing for best fit, completing implementation phase, and working through follow up issues such as workers comp placement, tax set up in 15 states and five localities, setting up FSA and commuter benefits plans, ensuring smooth transition of background check and drug testing, and facilitating smooth payroll transition.
- Built and managed HR function across U.S.
- and Canadian locations, including full cycle bi-weekly payroll, policy creation and development, training and development programs, developing employee handbook, safety/compliance training, employee induction/orientation programs, and employee appraisal/review processes.
- Oversaw life cycle benefits renewal process, including meeting with various insurance brokers on plan variations, presenting findings to senior management, coordinating open enrollment info sessions, and answering questions.
- Processed all new-hire, benefits, leave termination, and payroll paperwork, ensuring 100% compliance with various laws and regulatory mandates and serving as primary contact person answering management/staff questions.
- Provided guidance and input on U.S.
- and Canadian workforce planning, succession planning, compensation, and benchmarking, while maximizing central areas of excellence to build pipeline of readily available top talent.
- Drove performance management, talent review, succession planning, and training and development.
- Partnered with business unit directors to roll out all key people processes such as performance management, compensation, benefits, and development programs, as well as identifying training needs for business units and individual executive coaching needs.
- Prepared monthly lunch and learns on manager specific topics via in-person training and/business skype sessions.
- Established, implemented, and maintained policies and practices for assisting employees and families relocating by managing visa process for all expats transferring from global sites, including coordination of visa documentation coordination, control of relocation costs, and minimization of work disruption for employee and organization.
- Achieved benefits cost reduction of 15% due to move from PEO to full service benefits.
- Managed retender process of Canadian benefits to see 22% cost savings annually.
- Forged global partnership across HR function to deliver value added service to management and employees reflecting business objectives of organization.
- Earned 2013 individual award for global excellence.

Assistant Property Manager

January 2007 to January 2010 Company Name

- Oversaw fire life safety program, including all building financial/operational components, interaction with all tenants, new construction and renovations, permitting and code compliance, and numerous other contracted vendors available for emergency recovery.
- Coordinated all engineer safety training with each assistant chief engineer each month for required OSHA safety training, including administering training, tracking attendance, and ensuring compliance.
- Supervised recruitment and management of service coordinator staff, including orientation, training and development, employee issues, performance reviews, and work delegation.
- Completed "green" initiatives, including assisting in LEED certification process, Energy Star applications for two office buildings, recycling program implementation, submitting campus for BOMA 360 designation, and all tenant events promoting campus as "green" campus.

Education

M.B.A : Human Resource Management , 2011 University of Houston Human Resource Management

B.B.A : Management Management

B.B.A : Marketing , 2006 Marketing

Affiliations

Society of Human Resource Management New York City Society of Human Resource Management

Skills

benchmarking, benefits, bi, cost reduction, documentation, engineer, executive coaching, senior management, financial, FSA, HR, insurance, managing, office, new construction, payroll, performance reviews, performance management, permitting, policies, presenting, processes, program implementation, recruitment, renovations, RFP, safety, tax