

FIELD HR ASSOCIATE

Summary

Reliable HR Field Associate with a Master's of science in Human Resource management emphasis as a Generalist. Passionate and motivated with a drive for excellence. Handles tasks with accuracy and efficiency.

Skills *Verbal and written communication skills *Time management and organization skills *Powerpoint presentations *Flexible *Recruiting *Investigation training *Employee engagement *Ability to develop and execute recruitment strategies *Analyze data and recommend opportunities for improvement *Experience in preparing for audits *Assisted in the hiring process by screening resumes-Select interview process certified via FedEx Ground * Demonstrated ability to interact effectively with employees. * Ability to anticipate and identify problems and use sound judgment and fact based analysis to develop effective and efficient solutions. * Software skills, including use of Microsoft Office software and web-based applications. * Ability to work day, evening and overnight hours as business needs dictate. I am sending my resume to apply for the position of HR Generalist at AccruePartners, which was posted on LinkedIn by Mr. Luther Hardings. As you can see in my resume, I possess over 6 years of experience working as an HR professional at two renowned companies in the US, which according to your job requirements, are two most important points. My qualifications are the exact match to your job description: * Capable of carrying out the recruitment process efficiently while maintaining quality standard. Evidence: Screened 1500 resumes, Interviewed 500 candidates and hired 150 from this pool for the new call center setup at ABC Company in only 25 days. * Able to consistently draft new and improve HR policies and procedures to boost staff motivation. Evidence: With new and improved policies and procedures and resolving all staff related issues, increased employee motivation which resulted in increased retention percentages over the years that I worked at ABC Company. * Proficient in executing effective employee performance evaluations and subsequent performance based appraisals Evidence: Performed employee evaluation process and appraisals on quarterly basis under the supervision of the HR manager at Emerson Network Power Inc. With my passion for HR work, superb management skills and the urge for performing with quality, I would be able to contribute to your HR Department effectively. Thank you very much for your consideration. I look forward to meeting with you soon. Best regards, (Signature) Nathan Talovsky Enclosure. *Mar *Human Resource Coordinator Thank You Email after Interview A thank you letter or email is a business norm which every candidate has to follow behind interview with a prospective employer. Thank you emails are a courtesy that you should indulge in. Let us take the example of a candidate who has given an interview for the position of a Human Resource Coordinator. He or she will need to ensure that an email is sent which reiterates his or her interest in the job and thanks the interviewer for his time.

Human Resource Coordinator Thank You Email To: Jennifer Miller [Email] Subject | Re: Human Resource Coordinator - Kimberly Perez Dear Ms. Miller, Please accept my heartiest appreciation for taking out the time and interviewing me for the position of a human resource coordinator last Wednesday. It was an absolute pleasure meeting you in person and discussing the possibility of my working with ABC Company. I am very enthusiastic about joining ABC Company, meeting you at the interview has solidified my interest even further. As a keen candidate for this position, I have much to offer in terms of meticulous attention to detail while carrying out HR duties, organizing and scheduling on boarding activities for new hires and ensuring compliance for FMLA. My demonstrated ability to work in a fast paced environment will be evident from my work in responding to employee requests and coordinating general administrative tasks. Responsible for addressing employee relations concerns and recruiting for open positions at assigned facilities. Must be able to travel up to 75% of the time with overnight stays required as business needs dictate. Essential Functions * Ensures compliance with all employment laws, regulations, and FedEx Ground policies, procedures, and processes. * Identifies employee relations issues and resolves as appropriate. Provides Human Resource (HR) advice to management and responds to employee inquiries. * Conducts investigations in a timely and appropriate manner. Identifies the issues and parties involved and provides a thorough and accurate investigative report with appropriate recommendation(s). * Maintains an HR presence in assigned facilities by engaging all levels of employees through activities to include, but not limited to, dock walks, engagement meetings, and/or special events. * Leads the development and execution of the recruitment strategies while managing costs to budget. This includes, but is not limited to, recruitment activities, peak planning, and participating in outreach events. Builds and maintains effective relationships with schools and community-based organizations. * Analyzes data and provides recommendations to management for improvement initiatives. * Prepares, audits, and monitors Affirmative Action Plans. * Screens resumes of internal and external candidates for non package handler positions, participates in the panel interview process, and makes recommendations to the hiring manager regarding final selection decisions. * Properly and timely dispositions applicants and jobs by effectively utilizing applicant tracking system. * Assists management with development of job offers, which includes gaining appropriate approvals. * Ensures all new employees are on-boarded effectively. * Manages participation in all government-sponsored tax credit programs. * Facilitates and conducts training. * Participates in hub and station assessments and assists with strategic planning solutions. * Participates in Operations' staff meetings. Minimum Education * Bachelor's Degree in Human Resources, Business, Communications, or related discipline required. In addition to the two (2) years Minimum Experience, a high school degree or GED and additional four (4) years HR Generalist, employee relations or recruiting (to include FXG/FXSP Field HR Associate) will be considered equivalent to a Bachelor's Degree. Minimum Experience * Two (2) years professional HR experience in HR Generalist, employee relations or recruiting (to include FXG/FXSP Field HR Associate) required or related area. Required Skills, Abilities and / or Licensure * Verbal and written communication skills necessary to explain complex and/or confidential information and communicate with all levels of management. * Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals, and work independently in responding to day-to-day functional needs. * Presentation skills necessary to facilitate training and/or deliver informational sessions to groups and/or individuals. * Demonstrated ability to interact effectively with employees. * Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions. * Software skills, including use of Microsoft Office software and web-based applications. * Ability to work day, evening and overnight hours as business needs dictate. * Professional in Human Resources (PHR) Senior Professional in Human Resources (SPHR) certification preferred. % of Travel for the Position 50%-75% Address

Highlights

- Human Resource Generalist
- PROFILE: Avid professional with over 6 years of experience in a fast paced Human Resource department. Incomparable ability to prioritize and execute multiple HR projects and deadlines concurrently. Unmatchable organizational, time management and interpersonal skills. Proficient in administering corporate HR initiatives, providing a broad level of counseling on recruitment, employee relations, retention and training programs and handling complex situations with professionalism and confidentiality. Expert knowledge of local, state,

district and country laws influencing personnel actions.

- AREAS OF EXPERTISE
- Job analysis
- Market pricing
- Salary administration
- Performance review
- Employee orientation
- HR policies development
- Benefits administration
- Recruitment coordination
- ADP
- PeopleSoft
- HRIS systems
- MS Office: Word, Excel, PowerPoint
- Visio

Experience

Field HR Associate

January 2015 to Current Company Name

- Ensures compliance with all employment laws, regulations, and FedEx Ground policies, procedures, and processes.
- Identifies employee relations issues and resolves as appropriate.
- Provides Human Resource (HR) advice to management and responds to employee inquiries.
- Conducts investigations in a timely and appropriate manner.
- Identifies the issues and parties involved and provides a thorough and accurate investigative report with appropriate recommendation(s).
- Maintains an HR presence in assigned facilities by engaging all levels of employees through activities to include, but not limited to, dock walks, engagement meetings, and/or special events.
- Leads the development and execution of the recruitment strategies while managing costs to budget.
- This includes, but is not limited to, recruitment activities, peak planning, and participating in outreach events.
- Builds and maintains effective relationships with schools and community-based organizations.
- Analyzes data and provides recommendations to management for improvement initiatives.
- Prepares, audits, and monitors Affirmative Action Plans.
- Screens resumes of internal and external candidates for non package handler positions, participates in the panel interview process, and makes recommendations to the hiring manager regarding final selection decisions.
- Properly and timely dispositions applicants and jobs by effectively utilizing applicant tracking system.
- Assists management with development of job offers, which includes gaining appropriate approvals.
- Ensures all new employees are on-boarded effectively.
- Manages participation in all government-sponsored tax credit programs.
- Facilitates and conducts training.
- Participates in hub and station assessments and assists with strategic planning solutions.
- Participates in Operations' staff meetings.

Financial Aid Counselor

May 2013 to November 2013 Company Name 1/4 City , State

- Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Interview applicants and request specified information for loan applications.
- Establish payment priorities according to credit terms and interest rates to reduce clients' overall costs.
- Contact applicants or creditors to resolve questions about applications or to assist with completion of paperwork.
- Inform individuals and groups about the financial assistance available to college or university students.
- Maintain current knowledge of credit regulations.
- Match students' needs and eligibility with available financial aid programs to provide informed recommendations.
- Review billing for accuracy.
- Assist in selection of financial award candidates using electronic databases to certify loan eligibility.
- Compare data on student aid applications with eligibility requirements of assistance programs.
- Counsel clients on personal and family financial problems, such as excessive spending or borrowing of funds.

Financial Aid Advisor

June 2010 to May 2012 Company Name 1/4 City , State

- Check loan agreements to ensure that they are complete and accurate, according to policies.
- Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Interview applicants and request specified information for loan applications.
- Contact applicants or creditors to resolve questions about applications or to assist with completion of paperwork.
- Inform individuals and groups about the financial assistance available to college or university students.
- Maintain current knowledge of credit regulations.

- Match students' needs and eligibility with available financial aid programs to provide informed recommendations.
- Assist in selection of financial award candidates using electronic databases to certify loan eligibility.
- Maintain and review account records, updating and categorizing them according to status changes.
- Compare data on student aid applications with eligibility requirements of assistance programs.
- Counsel clients on personal and family financial problems, such as excessive spending or borrowing of funds.
- Review accounts to determine write-offs for collection agencies.

Human Resource Coordinator

November 2007 to March 2010 Company Name i¼ City , State

- Administered employee benefit plans including new hire orientation program, open enrollment process and wellness program.
- Prepared, presented and distributed employee communications, publications and announcements.
- General Human Resources Functions: Administered policies and programs relating to all phases of human resources activity including HR planning, recruitment, training and development, employee performance evaluation and appraisals, firing processes, etc.
- Along with these, maintained knowledge of legal requirements and government reporting regulations affecting human resources.
- Administration of Employee Relocation: Worked independently with candidates to manage the relocation process and coordinated all arrangements to include: house hunting trip, travel, temporary housing arrangements and movers.
- Key Accomplishments Developed and maintained various HRIS systems to improve management of tracking of employee relations issues, leaves, corrective actions and unemployment.

Education

Master of Science : Human Resource Management , July 2014 Strayer University i¼ State Human Resource Management

Bachelor of Arts : Human Resource Management , June 2011 Strayer University i¼ State Human Resource Management

B.B.A : Human Resource Management , 2005 University of Clifton i¼ City , State Human Resource Management

PHR certification - HR Certification Institute, Pomona, NY. [: 2006

] HRCI certification : 2006 HR Certification Institute i¼ City , State

Affiliations

Member of Alpha Chi National Honor Society Member of National Society for Collegiate Scholars

Personal Information

Please feel free to call me at (217) 097-5477 if you need any further information from me that will assist you in processing my application. I am very excited at the prospect of working for your company and look forward to seeing you again soon. Thank you for your time and consideration.

Best Regards, (E. Signature) Anthony Nelson 88 Malard Drive Clarksville, TN 93002 <http://coverlettersandresume.com/hr/human-resource-coordinator-thank-you-email-after-interview/> Auto req ID 114760BR Posting Title Field HR Generalist I - II Position Type Full Time

Skills

ADP, Avid, Benefits administration, billing, budget, interpersonal skills, counseling, credit, clients, databases, documentation, employee communications, employee relations, special events, fast, filing, financial, firing, funds, government, Hiring, HRIS, hub, Human Resources management, Human Resource, Human Resources, HR, Information Systems, Job analysis, leadership, legal, managing, Market, meetings, Excel, MS Office, office, PowerPoint, Word, monitors, organizational, payroll, peak, PeopleSoft, performance appraisals, personnel, policies, presenting, pricing, processes, publications, Recruitment, reporting, strategic planning, tax, phone, time management, training programs, Visio, written

Additional Information

- Please feel free to call me at (217) 097-5477 if you need any further information from me that will assist you in processing my application. I am very excited at the prospect of working for your company and look forward to seeing you again soon. Thank you for your time and consideration. Best Regards, (E. Signature) Anthony Nelson 88 Malard Drive Clarksville, TN 93002 <http://coverlettersandresume.com/hr/human-resource-coordinator-thank-you-email-after-interview/> Auto req ID 114760BR Posting Title Field HR Generalist I - II Position Type Full Time
- 1101 E Cleveland Road City Hutchins State Texas Zip Code 75141 Search Engine Description Human Resources Domicile Location P753 EEO Statement FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce