

HR GENERALIST

Skills

Microsoft Office Suite, SAP, Kronos, IBM, ADP, ATS, MSS, HRSS, and Oracle, Workbrain, T

Experience

HR Generalist Jan 2015 to Current

Company Name 1/4 City , State

- Provides strategic HR counsel by driving the company's HR practices.
- Evaluates the current HR practices and makes recommendations for best in class solutions for contemporary HR issues.
- Partners with Plant HR Manager Partner for disability processing, relocation coordination, HR requisition and PAF process, maintaining employee files and performance plan tracking and record keeping.
- Client Manager for Security and Cintas.
- Executed labour and employee relations activities that drive productivity and efficiency.
- Provide labor relations and grievance counsel throughout the plant.
- Execute talent management processes including: recruiting & staffing.
- Partner with regional health and safety manager to improve safety performance and reduce workers compensation costs.
- Provide performance management, employee development, training and succession planning.
- Administers employee benefit and compensation programs and other company initiatives as required.
- Launched and currently managed a training database for employee performance and tracking.
- Super User for the plant's HRIS system.
- Generated enthusiastic, above goal participation in an employee engagement committee.

Sr. Administrative Assistant Jan 2012 to Jan 2015

Company Name 1/4 City , State

- Create highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamline office functioning.
- Conduct extensive internet research on competitors and potential acquisitions, reporting findings to the facility manager.
- Perform administrative management functions applicable to the assigned unit, e.g., payroll processing, data entry, sick pay recording, budget support, verification, reconciliation of funds/accounts, maintenance of office, new hire orientation, training and inventory supplies.
- Perform research involving independent judgment and initiative for the purpose of resolving or addressing operational matters.
- Process various correspondence and forms that may be of a confidential or sensitive nature.
- Arrange calendars and coordinated schedules for meetings, interviews, travel, and conferences.
- Attend meetings and special events on behalf of the manager to obtain and relay information, or to serve as a spokesperson on behalf of the agency.
- Created and implemented a PM program for the facility.
- Reorganized administrative procedures, shortening process time by 30%.
- Researched and set up a voice mail answering system.
- Result: Saves time for both the receptionist and the customers.
- Created, organized, and set up an information center for manuals and schematics.
- Result: Better access to needed information, and less time searching for it.
- Improved customer service indicators by 100% plus in 120 days.

Human Resource Representative Jan 2010 to Jan 2012

Company Name 1/4 City , State

- Served as the first point of contact for the HR department by answering all HR questions on first call.
- Service escalations/critical service issues.
- Maintained tracking of significant account issues.
- Processed terminations, new hires, manual checks, benefits and LOA via phone/email/fax.
- Maintained knowledge of legal requirements and government reporting regulations affecting human resources functions.
- Rewarded for reducing Benefits Program costs by 25% which resulted in improved customer experiences.
- Received the employee of the month award 6 times in one year.
- Received 100% compliance scores in auditing processes and ensuring compliance with HR provisions and federal, state and local laws and regulations.
- Instituted team concepts to support training, which reduced internal rework by 75% within 90 days.

Human Resources Administrator Jan 2005 to Jan 2010

Company Name 1/4 City , State

- Ensured effective communication by responding to employee requests for information and interpreting company policies.
- Implemented an employee recognition program that included performance and morale incentives.
- Developed and implemented a system for auditing and revising the employee records base.
- Remained current on all legal regulations related to human resources.
- Performed tasks such as entering applications, setting up files on new personnel, photographing for badges, obtaining employee numbers for new employees and recording changes on all employee status changes as necessary (change of address, departmental transfers, rate

increases, terminations, filing, etc.).

- Processed verification of employment requests for employees.
- Handled employee benefits and HR questions.
- Recruited and trained staff.
- Coordinated team events at the best yet economical locations - saved expenses by 40%.
- Achieved employee of the month award - May 2007.
- Reorganized administrative procedures, shortening process time by 30%.
- Reduced turnover from 68% to 14% by improving staff orientation, training and professional development.
- Received 100% satisfaction rating by relocating employees.

Education and Training

Master of Business Administration 2012 University of Phoenix i¼ City , State 3.2

B.S , Public Administration 2007 Virginia State University i¼ City , State Public Administration 3.3

Currently studying for the CHRP Exam

Activities and Honors

Organization Development Motivates High Performance and Excellence Adaptable Values differences Training and Development Employee Relations Strong attention to detail and follow-up Confidential Record Keeping Critical Thinking Conceptual Strength Passion To Learn More Than Taught Staffing Requirements Team Building Relentless Determination Nimble Broad Perspective Conflict Resolution Administration

Recruitment and Employment

Skills

administrative, streamline, ADP, agency, auditing, benefits, budget, conferences, client, customer service, data entry, database, email, employee relations, special events, fax, filing, forms, HRIS, inventory, kronos, labor relations, legal, meetings, access, microsoft office suite, internet research, oracle, organizational, payroll processing, performance management, personnel, policies, processes, quick, receptionist, record keeping, recording, recruiting, reporting, research, safety, SAP, staffing, strategic, phone, employee development