

## HR DIRECTOR

### Summary

HR Professional offering over 15 years of progressive experience including extensive practice in multi-unit businesses (in and out of state locations). Highly driven to achieve company goals. Expertise in developing and implementing HR plans and procedures smoothly and with little guidance. Strong conflict resolution skills. Comfortable with taking the lead in employment protocol compliance and in anticipating staffing needs.

### Highlights

- Employment law knowledge
- Benefits administrator
- Manager coaching and training
- HRIS applications proficient
- Employee relations
- Staffing and recruiting professional
- Off-boarding
- Employee handbook development

### Experience

November 2007 to October 2014

Company Name City , State HR Director

- Plan, organize and implement all facets of HR for New Kent horse track and 8 off track betting sites throughout the Commonwealth, approximately 650 employees (250 permanent and 400 seasonal)
- Review federal and state laws to confirm and enforce company compliance.
- Provide employee relations guidance and counsel to all levels of management; conduct investigations as needed
- Worked with senior-level management to create fair and consistent HR policies and procedures
- Assessed employee performance and issued disciplinary notices
- Created and modified job descriptions within all departments in compliance with FLSA
- Coordinate and manage Family Medical Leave (FMLA), Short/Long Term Disability (STD/LTD)
- Evaluate and maintain Worker's Compensation claims; annual WC and OSHA reporting
- Represent Company for unemployment, EEOC and other related hearings
- Conduct benefits administration for 125 benefit-eligible employees, including reconciliation and payment monthly
- Recruitment and hiring of seasonal employees, including new hire orientations
- Maintain HRIS (ADP Enterprise) and employee files
- Partner with upper management on all reduction of workforce action and severance packages.
- Manage all in-kind donations made by the Company as well as coordinating our volunteer work with the New Kent Food Pantry.

October 2004 to March 2008

Company Name City , State HR Generalist

- for assigned station, division, and corporate personnel of 30 TV stations and 1 communications company across the Southeast, approximately 2,000 employees Manage FMLA, STD, LTD, and Worker's Comp for division Maintain division job requisition database; provide recruitment/retention support to the field Ensure EEO Broad Outreach is maintained Performance management planning and implementation Organize and train field HR for annual benefits open enrollment Design and deliver monthly reports for division HR Director and Corporate HR Vice President Provide employee relations counseling and investigations Participate on the wellness committee, Community Outreach, and Employee Engagement Coordinate and deliver annual HR conference with corporate HR team

January 2004 to October 2004

Company Name Benefits Administrator

- Administer benefit plans for 27 newspapers and TV stations, approximately 3,500 employees Process enrollments daily using PeopleSoft 8.0 Assist corporate and field HR personnel regarding benefits issues/questions Assist Benefits Director in planning and implementation of annual Open Enrollment Ensure all rules and regulations pertaining to the company's benefit plans, including HIPAA are followed.

February 2001 to January 2004

Company Name City , State HR Coordinator

- HR for 4 daily and 2 weekly newspapers, approximately 400 employees.
- Report payroll biweekly using Simplex/Winstar timekeeping system Recruit for open positions; Manage onboarding Provide assistance to employees and managers regarding policies and processes Organize and conduct annual open enrollment for benefits; consult employees on all benefit programs and general procedures Design and deliver weekly and monthly HR and payroll reports for upper management; Maintain PeopleSoft HRMS database and personnel files Reply to employment/wage verifications for employees; conduct exit interviews; handle unemployment claims; complete annual wage surveys Administer and maintain COBRA, STD, LTD and WC files in addition to OSHA reporting Conduct annual anti-harassment and safety training

### Education

Newberry College

City , State Mathematics Computer Science Mathematics Computer Science

Batesburg Leesville High School

City , State H.S. Diploma GPA: GPA: 3.5 Honor graduate GPA: 3.5 Honor graduate

Skills

ADP, Benefits, counseling, database, employee relations, hiring, HRIS, HR, Director, meetings, Enterprise, newspapers, payroll, PeopleSoft 8.0, PeopleSoft HRMS, Performance management, personnel, policies, processes, Recruitment, reporting, safety, TV

Professional Affiliations

Professional Human Resources (PHR) - Human Resources Institute, 2006 - current Member: Society of Human Resources Management and Richmond Society of Human Resources Management Member: Reid Institute