

HR REPRESENTATIVE

Summary

Experienced human resources professional with working knowledge of state and federal employment laws and regulations, dedicated to improving employee satisfaction, management-employee relations, and working conditions through commitment, communication, confidentiality, and a sense of urgency. Looking for a company to share my skills and knowledge with where I can grow as a HR professional.

Skills

- On-boarding
- Staffing and recruiting professional
- Payroll entry

Accomplishments

Managed Human Resources department for four months.

Developed monthly employee newsletter.

Experience

11/2016 to Current

HR Representative Company Name i1/4 City , State

- Designed new communication boards for each value stream, working on special projects, recruiting for maintenance and interns, training Administrative Assistant.

06/2013 to 09/2016

Human Resources Supervisor/ Staffing Coordinator Human Resource Representative Company Name i1/4 City , State

- Filled 11 Maintenance positions ranging from mechanic to supervisor in 3 months.
- Shut down a 100 employee manufacturing plant in 3 days and found 90% of those employees employment within the company in 60 days.
- Reopened a 30 employee manufacturing plant in 30 days.
- Facilitated benefit open enrollment for 700 employees.
- Supervised performance of direct reports, conducting performance reviews, and performing other supervisory duties such as coaching, training, and coordinating work assignments.
- Recruited and hired qualified candidates following EEO and ADA hiring guidelines for exempt and non-exempt positions, utilizing available resources appropriately.
- Coordinated staffing and recruitment efforts for Gaylord and LeSueur locations.
- Provided counseling and dispute resolution regarding employee issues to workers and management by consulting with supervisors and all levels of management.
- Organized and conducted meetings with employees and management personnel regarding various topics, including benefits, employee relations, workplace safety, and training programs.
- Reported weekly staffing information to upper management through reports.
- Audited and generated reports monthly and quarterly for Affirmative Action.
- Worked as a resource for the managers and supervisors regarding company policies, benefits, and Affirmative Action.
- Reviewed and authorized salary changes employees, calculating retroactive pay, entering changes in payroll system and ensuring changes are being made in Kronos and Ulti-Pro.
- Acted as a liaison between Michael Foods, Inc.
- and employment agencies.
- Experienced with the Kronos system, Ulti-Pro payroll system, and Ceridian system.
- Reviewed employee records for completion and accuracy, which included reviewing performance evaluations, leave of absences, absenteeism, terminations, job descriptions, safety issues, insurance benefits, etc.
- Authorized changes to employee records when necessary.
- Developed and maintained employee locker assignments, including coordinating repairs with maintenance department and cleaning schedules with quality assurance department.
- Worked together with union at Chaska plant to resolve employee complaints and disputes.
- Served as a human resources advisor for Chaska plant when they were without a HR Manager.

10/2011 to 06/2013

Special Education Assistant Company Name i1/4 City , State

06/2011 to 07/2011

Foodservices Director Company Name i1/4 City , State

08/2010 to 05/2011

Quality Assurance Auditor, Assembler Company Name i1/4 City , State

03/2007 to 04/2010

Dietary Manager Company Name i1/4 City , State

- Demonstrated excellent customer service skills and trained employees in food safety/regulations.
- Supervised and managed 20 employee department in long-term care facility.
- Maintained a deficiency free dietary department for 3 years.

- Planned special events for up to 300 people.
- Communicated effectively in medical charts, and completed MDS assessments for Medicare reimbursement with proficiency.
- Maintained accurate, detailed financial and production records.

08/2001 to 05/2005

Senior Team Leader/Administrative Assistant Company Name i¼ City , State

- Supervised student employees, including hiring, training, and scheduling.
- Created late night restaurant for students with other team leaders called "The Brickhouse Grill."
- Developed standardized interview questions and training manual.
- Conducted monthly meetings for student employees and training in food safety.

Education and Training

December 2012

Masters of Art : Organizational Management Human Resources Management Ashford University i¼ City , State Organizational Management Human Resources Management 4.0

May 2005

Bachelors of Art Wisconsin Lutheran College i¼ City , State

2016

OSHA 10-hr General Industry Safety and Health Issued 2/26/

July 2016

First Aid & CPR certified Issued 9/8/2015 expires 9/2017 HR Law Seminar

July 2016

Payroll Law Seminar

Skills

ADA, Administrative Assistant, benefits, Ceridian, charts, coaching, consulting, counseling, CPR certified, excellent customer service, employee relations, special events, financial, First Aid, food safety, hiring, human resources, HR, insurance, Kronos, Law, long-term care, mechanic, meetings, Payroll, performance reviews, personnel, policies, quality assurance, recruitment, repairs, Safety, scheduling, staffing, supervisor, supervisory, training programs