

## HR MANAGER

### Summary

Human Resources professional with the ability to work successfully with all levels of an organization, deliver expected results, consistently resolve issues, communicate sensitive information, identify opportunities for improvement and make suggestions for change.

### Highlights

- Staffing and recruiting
- Performance management
- Employee benefits
- Employment law
- Employee and labor relations
- Manager coaching and training

### Experience

HR Manager 10/2013 to Current Company Name City , State

- Address employee and management questions, interpret and enforce collective bargaining agreement and help resolve work-related challenges.
- Counsel employees to correct performance issues and deficiencies.
- Coach managers on disciplining and terminating employees to minimize liability.
- Facilitate management communication meetings with employees.
- Update senior management on Corporate initiated, Company wide HR matters.
- Ensure on-boarding of quality employees through established and effective recruiting processes.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements.
- Conduct workplace investigations and represent the company at legal hearings.
- Consult with management regarding performance assessment, recognition programs and conduct reviews of current organization talent.
- Develop and monitor required controls and programs to meet affirmative action plan goals and objectives.
- Implement human resources driven programs to maximize productivity to achieve plant goals and objectives.
- Maintain professional knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

Sr. HR Generalist 11/2011 to 10/2013 Company Name City , State

- Perform Initial Service Assessments to identify client needs.
- Educate clients on best practices regarding workplace policies, applicable employment laws, performance management, recruitment, and employee relations.
- Design client employee handbooks and job descriptions.
- Act as liaison to quickly and successfully resolve client issues regarding payroll, health benefits or retirement plans.
- Complete training seminars for clients management staff and employees.
- Work to build strong client relationships while providing quality service to retain client base.
- Maintain personal knowledge of trends and changes in Human Resources legislation to ensure compliance.

HR Representative 11/2009 to 11/2011 Company Name City , State

- Coordinate employee hiring and orientation programs.
- Provide guidance to management regarding company policies, procedures and facilitate the resolution of policy-related and procedural issues.
- Work extensively with union representatives to resolve labor relation issues and grievances.
- Develop and deliver training for management.
- Manage and promote the Employee Recognition Program.
- Prepare the annual Affirmative Action Plan.
- Maintain human resource data bases and manual filing systems.

Employment Specialist 09/2008 to 11/2009 Company Name City , State

- Initiate the hiring process within designated divisions based on predetermined hiring needs.
- Utilize the Applicant Tracking System to track, source and report on candidates to management.
- Research, recommend and implement new sourcing methods to attract quality candidates.
- Create and post employment advertisements with newspapers, on-line job boards and technical publications.
- Coordinate and conduct interviews for hiring managers.
- Develop and present employment offers to candidates.
- Conduct New Hire Orientation for new employees.
- Prepare weekly, quarterly and annual reports on recruiting activity.
- Coordinate relocation assistance for candidates and transferring employees.
- Assist HR Director with employee relations including performance discussions, performance improvement plans, employee investigations and exit interviews.
- Support the Equal Employment Opportunity (EEO) efforts and ensure attainment of Affirmative Action goals.
- Plan and lead the annual employee performance appraisal training and assessment program.

- Provide supervision of the Human Resources Assistant and Office Receptionist.

HR Generalist 04/2007 to 04/2008 Company Name City , State

- Provide support to management regarding employment issues.
- Assist with monitoring of company wage and salary structure to establish pay practices to recruit and retain quality employees.
- Research and recommend changes in employee benefit plans.
- Review resumes, conduct reference checks and generate written offers of employment.
- Facilitate new hire orientation and conduct exit interviews.
- Lead annual performance evaluation process.
- Assist in the documentation of company policies and formalize job descriptions.
- Process disability and workers compensation benefit claims.
- Administer the company 401K plan and complete annual compliance testing and reporting.
- Ensure compliance with all applicable governmental and labor legal and reporting requirements.

Human Resources Specialist 09/2006 to 04/2007 Company Name City , State

- Coordinate all recruitment and on-boarding efforts for facility.
- Facilitate annual performance appraisal process and review completed evaluations.
- Administer policies and procedures related to the Family Medical Leave Act (FMLA).
- Provide assistance to management with employment law, workforce and union labor relations issues.
- Develop organization related educational materials and conduct on-site training.
- Organize and chair monthly Facilities Committee in planning of community and company related events.

Human Resources Coordinator 09/2002 to 09/2006 Company Name City , State

- Conduct new hire orientation and training.
- Process new hire enrollment, existing associate changes and terminations.
- Compile and track bi-weekly time sheets and other payroll related information to Corporate for processing.
- Provide support to management regarding policy and procedure compliance.
- Plan community and company related activities and events.
- Maintain all employee personnel and medical files.

HR Assistant 11/1998 to 08/2002 Company Name City , State

- Manage the Human Resources Information System (HRIS).
- Assist the HR Director in recruitment and new hire orientation.
- Review policies, procedures and benefits with employees.
- Provide assistance with benefit programs including health, 401K, short term disability and life insurance.
- Process disability claims, health insurance and 401K enrollment forms.
- Maintain employee files to meet governmental regulations.

Education

B.A : Sociology/Psychology State University of New York, Albany City , State

A.A.S : Human Services Hudson Valley Community College City , State

Skills

Professional Human Resources Certification (PHR), June 2011