

HR COORDINATOR

Summary

Motivated professional seeking a career in outside sales. A Self-starting, driven, persuasive, and positive attitude is sure to be an asset to any company. A Trilingual: English, Spanish and French. Exceptional listening skills and customer focused attitude has proven to have profitable outcomes.

Highlights

- Sales
- Strong lead development skills
- Goal-oriented
- Persuasive communication expertise
- Multi-task management
- Project Management
- Payroll System Expertise
- Creative Problem Solving
- Staff development/training
- Client relations
- Internal Auditing
- Reporting
- Business Development
- HRIS Expertise

Accomplishments

- Top seller in several contests
- Consistently surpassed sales dollar quota

Experience

HR Coordinator

January 2011 to Current Company Name i¼ City , State

- Review federal and state laws to confirm and enforce company compliance for 9 offices
- Maintain all I-9 records, address inquiries from employees and management regarding new-hire activity and ongoing employee relation issues
- Work with senior-level management to create fair and consistent HR policies and procedures
- Create and manage more than 285 confidential personnel records
- Run the semi-monthly payroll process
- Process all salary changes stemming from merit increases, promotions, bonuses and pay adjustments
- Successfully led key implementation for time and attendance, on-boarding and core payroll systems which led to reduction of overall cost and time
- Lead yearly open enrollment training sessions with employees on benefit program updates
- Work with outside vendors to enhance employee programs
- Support 285 employees at all levels, including executive leadership
- Conduct all new hire orientation and ensure all proper paperwork is complete
- Create monthly and weekly headcount reports for executives
- Arrange all travel itineraries for candidates and new hires
- Manage and maintain all time and attendance records
- HRIS administrator
- Enter all payroll maintenance
- Provide on-site training
- Event coordinator
- Ex-patriate liaison
- Create yearly compensation spreadsheets for executive review
- Communicate effectively with employees through email and Intranet announcements
- Maintain company congratulatory gift programs and dinners
- and much more...

Server

October 2009 to January 2011 Company Name i¼ City , State

- Coordinated ticket times with executive chef; Managed multiple tables and guest interactions; Delivered 5-star quality dining experiences; Ensured guest satisfaction across multiple parties Delegated critical tasks to expo and bussers; Maintained a professional attitude in high-pressure situations; Trained dozens of waiters and waitresses in essential serving skills; Averaged between 18%-25% tips based on sales

Server

July 2004 to October 2009 Company Name i¼ City , State

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Instructor

August 2004 to August 2006 Company Name i/4 City , State

- Instructed two first year University French classes; Created and administered all assignments and exams; Recorded grades using Blackboard system; Led study groups to achieve maximum results; All students successfully completed the course with C or above; Recommended to instruct a two course prep my second year; Recommended to instruct a second level summer school course; Required to take three graduate courses in conjunction with instructing two courses; Held at least six office hours per week.

Education

Bachelor of Arts : Business Translation/French , 2004 Northern Illinois University i/4 City , State GPA: GPA: 3.8 Business Translation/French Skills

Carl Henry MODERN Sales Training, Client-focused, Effective communication skills, Event management, Leadership, Microsoft Office proficient, Self-starter, Troubleshooting, Problem solving, Organized, Detail oriented, Sensitive to customer needs, Ultimate Software Payroll and HRIS expertise, Kronos Time and Attendance expertise, Paychex proficient, NETtime proficient