

## SENIOR HR BUSINESS PARTNER

### Summary

Human Resources Professional with 8 years of experience in human resources and recruiting. Expertise in Employee Relations and Recruiting. Highly driven to achieve company goals.

### Highlights

- HUMAN RESOURCES MANAGER
- Extensive background in HR Business Partner affairs, including experience in, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing policies, job descriptions and management reports.
- HR SKILLS
- Employment Law
- FMLA/ADA/EEO/WC
- HR Policies & Procedures \*Staff Recruitment & Retention
- Employee Relations
- Benefits Administration \*Orientation & On-Boarding
- Training & Development
- Organizational Development
- MS Office (Word, Excel, PowerPoint, Access, Outlook)

### Experience

#### Senior HR Business Partner

August 2013 to Current Company Name i¼ City , State

- Organized the start up of a new call center opened in September 2013.
- Played a key role in recruiting, hiring, and onboarding over 1,000 employees during the startup of this new location.
- Key Results: Administers human resources activities for assigned office, ensuring compliance with all relevant laws, regulations, policies, and procedures.
- Perform a variety of professional level tasks in multiple functional areas of HR, including benefits, compensation, recruiting, professional development, and employee relations.
- Acts as a liaison between employees and headquarters.
- Prepares Personnel Action Notices (PANs) and enters data into PeopleSoft.
- Designs and runs queries and prepares various reports as requested by management.
- Facilitates new hire orientation sessions, and may prepare orientation packages.
- Maintains current knowledge of relevant human resources procedures and practices, and relevant labor laws.

#### HR & Safety Manager

August 2010 to August 2013 Company Name i¼ City , State

- Currently operating as MarJac poultry one of the largest privately owned poultry companies in the US.
- Promoted from within to HR/Safety Manager after demonstrating a strong work ethic.
- Worked with senior management to create HR policies and procedures; recruit employees; and develop orientation, training, and incentive programs.
- Manage leave-of-absence programs and personnel records; administer benefits enrollment and handle HR generalist workplace issues.
- Key Results: Played a key role in reorganizing the Waynesboro complex and establishing sound HR principles.
- Structured and managed programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
- Managed Workers compensation program for four locations.
- Utilized preferred providers list and trained managers and associates on procedures to follow in case of injury.
- Wrote trainings to cover issues including disciplinary procedures, code of conduct, FMLA policy, attendance policy, and benefits information.
- Implemented and organized I9 and everify procedures to ensure compliance with federal regulations.
- Managed all locations compliance with Department Of Transportation regulations, OSHA regulations, Department of Environmental Quality compliance.
- Conducted all pre-employment, post accident, and random drug screens.
- Managed staff reductions.
- Resolved all disciplinary actions for salary and hourly employees.

#### HR Supervisor

August 2008 to August 2010 Company Name i¼ City , State

- Poultry processing plant employing 1,000 employees.
- Responsibilities included a broad range of HR functions, including training employees, administering benefits, overseeing disciplinary action and managing HR records.
- Key Results: Trained members of management on interviewing techniques and best practices, conducting workshops and one-on-one

coaching sessions that contributed to sound hiring decisions.

- Projected daily staffing needs to maintain adequate staffing levels.
- Managed hourly cleaning staff, and HR/safety clerks.
- Managed new-hire orientation program to include HR information and company resources.

#### Education

Bachelor of Science (BS) : Business Administration , 2008 UNIVERSITY OF SOUTHERN MISSISSIPPI i¼ City , State Business Administration Activities: Worked 40+ hours per week concurrently during college as a mechanic for Howard Transportation.

#### Professional Affiliations

Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation and workplace safety/security.

#### Skills

ADA, benefits, Benefits Administration, call center, coaching, conflict resolution, Employee Relations, training employees, senior management, functional, hiring, HUMAN RESOURCES MANAGER, human resources, HR, teambuilding, Law, legal compliance, managing, mechanic, mediation, Access, Excel, MS Office, office, Outlook, PowerPoint, win, Word, negotiating, Organizational Development, PeopleSoft, Personnel, Policies, Quality, Recruitment, recruiting, Safety, sound, staff development, staffing, Structured, teamwork, Transportation, workshops