**Rick Pollock**

144 Peachtree Avenue

Atlanta, GA 30303

404-909-9090

chelseacromwell@bravesfan.com

*An experienced Employee relation officer having knowledge on classroom management skills and employee relation's methods, seeking for position in the similar field*  
  
**Experience:**   
*Sr. Sales Manager*, Best Produce Growers, Georgia (January 2006 to Present)  
Provide support, direction and consultation to Managers and directors in all areas of HR, from performance management, succession planning, staffing/recruiting, and all employee related issues.  
Full cycle hiring & termination Procedure; including Recruiting, PERM, Work Visa,  
Curricular Practical Training (CPT), new hire orientation and exit interviews.  
Stock and Payroll Administrator: Equity Edge and ADP  
Resolving employee issues: employee relations, benefits, stock, & all other HR Issues  
Compile monthly metrics such as Headcount and Stock reconciliation  
Coordinating special activities: Employee recognition, Bonuses, Birthdays, and other employee activities  
*Compensation:*   
Salary survey/ regional (Georgia) compensation rates (Radford)  
Process and audit all Human Resources procedures (SOX, ISO, etc.)  
  
*Employee Relation specialist*, JK Inc, San Jose, California, (November 2004 to December 2005)  
Benefits administrator: eligibility, billing, and resolving issues  
New Hire Orientation, Exit interview and procedure  
Provide Human Resources support and consultation to employees  
Post job openings, Screening resumes for hiring managers  
Manage college-recruiting process  
Maintain OSHA logs and training records  
  
*Employee Relation Representative*, Stratex Networks, San Jose, California, (August 2001 to November 2004)  
Compiled monthly HR metrics: Data from domestic and international sites such as headcount, focal review, and performance objectives  
Process temporary and regular full time requisitions from start to finish  
HRIS system administrator, Peoplesoft 8.3 - Maintained database integrity  
Document compliance with US laws and regulations: I-9, EEO, AAP, ERISA, HIPPA  
Primary HR contact - Employee relations, resumes, EED, employment verification  
  
**Education:***B.A. in History* (May 2001), San Jose State University  
*HR Management*, San Jose State University Professional Development  
  
**Training & Skills:**HRMS 8.3, Peoplesoft University, Pleasanton, CA (Spring 2002)  
Advanced Query/ Crystal 8.3, Peoplesoft University, Pleasanton, CA (Fall 2002)  
Excel Level III, New Horizon Computer Learning Center, San Jose, CA (February  
2003)  
*Internal training*: ISO and TL 9000 San Jose, CA (March 2003)  
*NCHRA*: Affirmative Action Audits, OFCCP (December 2003)  
Proficient with Microsoft Excel, Word, Outlook and Lotus Notes  
Fluent in Vietnamese (Oral and Written)  
  
**Affiliations:**   
Phi Alpha Theta, National History Honors Society, member since 2000  
NCHRA, Northern CA Human Resources Association, member since 2002