

Christian Donne

20+ years experience resolving employee conflicts, hiring and training new recruits, managing payroll, and improving employee satisfaction and productivity by 25%.

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SKILLS



HOBBIES

- Woodworking
- Knife-Making
- War Re-enactments
- Boxing

EDUCATION

The Wharton School of the University of Pennsylvania

Philadelphia, PA
1992 – 1994
Business MBA
GPA: 3.9/4.0

University of Southern California

Los Angeles, California
1988 – 1992
Bachelor's Degree
GPA: 3.9/4.0

WORK EXPERIENCE

Senior HR Manager, Hermiston Inc

Lexington, KY • January 2009 – Present

- Approved hiring of new candidates
- Advised other managers on human resources issues, such as equal employment opportunity and sexual harassment
- Mediated interdepartmental disputes
- Directed disciplinary procedures
- Served as a liaison with area employment agencies, colleges, and industry associations
- Ensured accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Supported and maintained the company's HR systems
- Processed employee data and generated HR-related reports using Human Resource Information Systems
- Prepared and maintained accurate records and reports of payroll transactions
- Ensured compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Reviewed employees' time sheet and scheduled payments
- Collaborated with department managers to compile a consistent list of requirements
- Implemented new benefits program to increase work from home opportunities, resulting in 25% spike in employee satisfaction

HR Manager, Shuffletag

Austin, TX • January 1997 – December 2008

- Directed candidate sourcing using multiple source platforms, such as LinkedIn, Indeed, and SimplyHired
- Leveraged LinkedIn and other social media sites to target, attract, and develop candidates
- Contributed to the development of new recruitment strategies
- Negotiated pay based on candidates' qualifications
- Maintained applicant tracking system
- Collaborated with department managers to compile a consistent list of job requirements
- Managed payroll, benefits & recruiting for 200+ employee company
- Approved leaves of absence and workers' compensation requests
- Updated employee handbook with changes to background check requirements, onboarding and benefit packages
- Streamlined onboarding process for new hires, reducing average time from 13 to 4 days
- Handled interdepartmental conflicts
- Reassigned employees to new departments or locations as needed
- Served as a liaison with area employment agencies, colleges, and industry associations
- Communicated employer information and benefits to interviewees during screening process