



ELIZABETH HOLLEY

HR GENERALIST

SUMMARY:

A mature professional with 8+ experience in Human Resources covering energy and design sectors. Experienced in benefits administration, recruitment, adherence to federal and state employment laws. Available hard working and meet deadlines in a fast paced environment. Skilled interpersonal communicator with the ability to work with high-performing and cross-functional teams or independently.

GET IN CONTACT

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Unit 68, Dallas, TX 75253

SKILLS:

- Great interpersonal skills
- Solid problem solving and time management skills
- Organizational Development
- Performance Management
- Excellent communication skills (written and verbal)
- Strong attention to details
- Available to changing priorities and able to meet deadlines in a fast paced environment.

EDUCATION HISTORY

UNIVERSITY OF NORTH TEXAS, DALLAS, TX

Bachelor's Degree in Resources
Management 2010

COURSES:

- Certificate Program For HR Generalists, 2017
- The HR Law Seminar, 2015

AWARDS:

- Won the Regional best HR awards in 2015

PROFESSIONAL EXPERIENCE:

HR GENERALIST

Morrison Supply Company- Dallas P.V.F | Apr 2017 - Present

- Administrated various human resource plans and procedures for all organization personnel
- Conducted recruitment efforts for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; and writes and places job postings.
- Maintained human resource information system records and compiles reports from the database.
- Conducted recruitment efforts for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; and writes and places job postings.
- Advises customers regarding maintenance of software system

HR SPECIALIST

Atmos Energy Dallas Service Center | Sept 2014 - Feb 2017

- Created ad-hoc reports and metrics using internal systems for HR leadership and executive teams.
- Researched, initiated and monitored online and external recruitment activities.
- Supported local HR department with administrative duties.
- Managed and handled of employee benefits, recruiting, interviewing or hiring of staff in accordance with policy
- Assisted employees and resolving work related issues such as leave of absence and disputes
- Collaborated with leaders across the company to help plan and execute ongoing trainings and Talent Development events (e.g., team off-sites, external Talent Development workshops)

JUNIOR HUMAN RESOURCES GENERALIST

Arora Designs | June 2011 - Aug 2014

- Social media expertise -managed overall organizational social media platform in regard to sourcing talent such as LinkedIn, Indeed, Glassdoor, etc.
- Inputted data into database and generate reports
- Assisted candidates with the onboarding process