

# Robert Smith

## HR Generalist

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### SUMMARY

Extensive background in HR Generalist affairs, including experience in benefit and payroll administration, employee recruitment, staff training & development. Follow legal regulatory compliances and reporting. Demonstrated success in employee verifications, orientation and on-boarding and off-boarding company procedures.

### SKILLS

Management, Recruiting, Compensation, On-boarding, Generalist, Benefits, Payroll

### WORK EXPERIENCE

#### HR Generalist

ABC Corporation - August 2013 - Present

- Investigate and respond to employee issues such as complaints, harassment allegations, and civil rights complaints with the assistance of the human resources manager and general counsel.
- Develop human resources solutions by collecting and analyzing information, coordinating where necessary with general counsel and recommending the appropriate course of action.
- Recruited by the previous supervisor to help establish a defined and competent corporate hr department within a recently founded company, guiding the startup and management of a full spectrum of hr operations, systems, and programs.
- Recruited to develop a formal, full-scale recruiting program for all us operations and locations.
- Assisted with project implementation of a total rewards program and introduction and implementation of a lean organization.
- Resolved employee relations issues in local locations through investigations, reporting, and effective coaching.
- Assisted in monitoring the absenteeism program and issuing progressive discipline.

#### HR Coordinator

ABC Corporation - August 2012 - August 2013

- Tracked learning and development metrics, aggregated data for workforce analytics and managed vendor relationships.
- Contributed to the career framework project to determine job descriptions, titles, levels, competencies and career paths of all employees.
- Calibrated the performance management reviews to ensure that they were specific, measurable, attainable, realistic, and time-bound.
- This included determining if the manager reviews adequately supported their rating and to flag any compliance issues.
- Assisted benefits team with mailings and inquiries related to 401(k), medical, pension, and other benefits.
- Provided ongoing development of an e-learning and lms role out plan with project plans, training materials, and a marketing/communications plan.
- This also included helping to determine the need requirements of an lms for the organization and course selection.

### EDUCATION