

Robert Smith

Director Of Human Resources

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SUMMARY

Results-oriented Human Resource Director possessing strong interpersonal skills to create business partnerships and build trust with managers and employees to create a positive work environment and increased organizational effectiveness for the company.

SKILLS

Audit, Benefits, FMLA, HR, Payroll

WORK EXPERIENCE

Director Of Human Resources

Kilpatrick Life Insurance Company - August 2007 - Present

- Provide guidance and direction to management on employee relations, compensation, benefits, training, eeo/ada, diversity, employee development, performance management, policy interpretation, disability assistance and employee communications.
- Document and investigate grievances and consult legal counsel as appropriate.
- Design, evaluate and modify benefits policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Review and make recommendations for improvement of the organization's policies procedures and practices in relation to HR matters.
- Ensure organizational compliance with federal, state, and local legislation in relation to hr matters.
- Assist executive management in the annual review, preparation, and administration of the organizations wage and salary program.
- Explain employee compensation, benefits, schedules, working conditions and promotion opportunities.

Ammunition Technician

United State Marine Corps - July 2002 - July 2007

- Composed and drafted all outgoing correspondence and reports for company management.
- Processed new marines entering the company, transferring and exiting the marine corps.
- Coordinated work assignments, staff meetings and training exercises on a weekly and monthly basis.
- Planned, implemented and directed successful employee events. Implemented employee recognition programs and provided feedback on participation.
- Act as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Review human resource paperwork for accuracy and completeness by verifying, collecting and correcting additional data.
- Develop a company HR management guide, HR standard operating procedures and employee handbooks.

EDUCATION

High School Diploma in information Technology - 2002(Red Lion Area High School - Red Lion, PA)Basic Accounting - (LSUS - Shreveport, LA)