

Emmylou Anthony

Human Resources Manager

Professional, people-first HR manager with 5+ years in human resources and 3 years in HR management jobs. 2018 HR Executive of the Year award winner, HRIS certification, and SHRM-SCP certified. Looking to utilize expertise with organizations of 150+ people to manage the HR department at Subway Development.

 Experience

2016-05 - 2019-05	<div>Human Resources Manager</div> <div>Synergy Apps, Maspeth, NY</div> <div>Key Qualifications & Responsibilities</div> <ul style="list-style-type: none">• Oversaw a human resources department of 5 team members and their various functions.• Effectively liaised between senior management and employees to maintain and improve company-employee relations.• Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.• Ensured compliance of company directives, regulatory concerns, and health and safety protocols.• Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings. <div>Key Achievements</div> <ul style="list-style-type: none">• Awarded the 2018 "HR Executive of the Year" from HRPRO for the Northeast US region.• Implemented a new onboarding process which cut down training times by 2 days.
2014-04 - 2016-05	<div>Human Resources Specialist</div> <div>Gromleeb Gaming, Bronx, NY</div> <div>Key Qualifications & Responsibilities</div> <ul style="list-style-type: none">• Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.• Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.• Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

 Education

2017	<div>MS in Human Resource Management</div> <div>Marymount Manhattan College, New York, NY</div> <div>Relevant Coursework:</div> <div>Labor and Employment Relations, Business Management, Human Resource Management, Employee Retention, Organizational Culture, Human Resource Ethics.</div>
2015	<div>BS in Business Administration (Human Resource Specialty)</div> <div>Baruch College, New York, NY</div> <div>Relevant Coursework:</div> <div>Labor Relations, Human Resource Administration, Business Fundamentals, Organizational Behavior, Industrial-Organizational Psychology, Social Business Environments.</div>

 Personal Info

Phone	(929) 555-7733
E-mail	emmylou.anthony@gmail.com
LinkedIn	linkedin.com/in/emmylouanthony

 Skills

Employee Selection & Development	
Occupational Safety	
Employment Law	
Recruitment & Onboarding	
Organizational Communication	
Developing Training Programs	

 Languages

Romanian	
Professional Working Proficiency	