

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 - **Human Resources Manager**

2019-05 *Synergy Apps, Maspeth, NY*

Key Qualifications & Responsibilities

- 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.

Key Achievements

- Awarded the 2018 "HR Executive of the Year" from HRPPO for the Northeast US region.
- Implemented a new onboarding process which cut down training times by 2 days.

2014-04 - **Human Resources Specialist**

2016-05 *Gromleeb Gaming, Bronx, NY*

Key Qualifications & Responsibilities

- 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 **MS in Human Resource Management**

Marymount Manhattan College, New York, NY

Relevant Coursework: Labor and Employment Relations, Business Management, Human Resource Management, Employee Retention, Organizational Culture, Human Resource Ethics.

2015 **BS in Business Administration (Human Resource Specialty)**

Baruch College, New York, NY

Relevant Coursework: Labor Relations, Human Resource Administration, Business Fundamentals, Organizational Behavior, Industrial-Organizational Psychology, Social Business Environments.

Personal Info

Phone

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E-mail

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LinkedIn

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Skills

Employee Selection & Development



Occupational Safety



Employment Law



Recruitment & Onboarding



Organizational Communication



Developing Training Programs



Languages

Romanian



Professional Working Proficiency