

RESUME WORLD INC.

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CAREER PROFILE

A Human Resources & Payroll Manager with over 15 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in **Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning**. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

PROFESSIONAL EXPERIENCE

CONSUMER PRODUCTS, Brampton, Ontario

Mar 2006 – Present

Human Resources & Payroll Manager

Function as a HR Generalist, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the AGM/Controller

- Manage and process bi-weekly payroll for 200 salaried/hourly employees using Ceridian InSync
- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
- Develop job profiles and source candidates from major job boards; select, interview and hire 76 employees in collaboration with department managers
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover

Accomplishments

- Established and maintained proper structures and processes to track time and attendance, vacations, STD/LTD and other activities resulting in efficiency gains of 33%
- Implemented Payroll and HR policies resulting in annual cost savings of \$237,000
- Improved "employer branding" by working with the IT department to design, develop and launch the company's first career site

AMPOAH CONTRACTING CO., LTD., Hamilton, Ontario

2000 – 2005

Manager of Administration & Accounting

Directed and efficiently managed the Human Resources, Accounting and Administration functions for the Manufacturing and Distribution divisions of the company, reported to the Vice-President

- Provided Human Resources services and support to managers and division heads, assisting them to achieve divisional goals and objectives through strategic people management
- Administered payroll for 1,710 employees, including Benefits Package and RRSP Plans
- Established an open channel of communication enabling employees quick and easy access to information such as Benefits, Training and Development and opportunities for career advancement
- Assessed current and future skills requirements and developed and implemented a competency-based performance management system linking pay to KPI metrics
- Created a training program to develop employees to meet both core and job competency gaps
- Negotiated grievances and liaised with Workers Safety Insurance Board for claims processing and coordinating return to work program

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