

# GEORGIA KILGARIFF

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## HUMAN RESOURCES (HR) GENERALIST

Professional Human Resources Manager with over 13 years' experience in diverse HR assignments, including talent acquisition, employee relations, performance management, and Alternative Dispute Resolution (ADR). Exceptionally skilled at administering corporate HR initiatives, and prioritizing and managing multiple projects and deadlines concurrently.

Talent Acquisition & Development | Engagement | On-Boarding | Performance Evaluation  
Leadership Development | Program Management | Operational Performance | Process  
Improvement HRIS - SAP | Oracle | Peoplesoft | Payroll / ADP | Regulatory Compliance | Data &  
Analytics

## WORK EXPERIENCE

### **Big Business, Corp., New Orleans, LA • Payroll Coordinator • (06/2013) - Present**

Drive efficacy in the SAP payroll system by analyzing payroll data. Process a full range of payroll transactions including garnishments, benefit deductions, overtime, bonus payments, and commissions, bi-weekly for over 5,000 exempt and nonexempt employees in multiple states.

- Complete weekly and bi-weekly payroll, including adjustments when required, effectively utilizing HR/Benefits software
- Collaborate closely with Director of Payroll and IT staff to maintain the integrity of employee data and relevant payroll and benefits data
- Responsible for all HR related vendor invoices including auditing and preparation for remittance of all weekly, bi-weekly, monthly, and quarterly vendor invoices
- Liaise with Payroll department, benefits broker and carriers to resolve employee payroll and benefits matters • Serve as a consultant for difficult situations; provide best practices to workplace disputes, coach and drive positive organizational change, and maintain high ethical standards and confidentiality

### **Kreative Agency, New Orleans, LA • Human Resources Generalist/Executive Assistant • (01/2011 - 06/2013)**

Managed talent acquisition, onboarding, payroll administration, and records management. Maintained and updated employee benefits and records; collaborated with an accountant to ensure accurate payroll.

- Developed and implemented internal HR processes, FMLA and other LOA processes and recruiting procedures, including: classification of positions, job postings, interviews, and applicant tracking system