

Krystin Flatley

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PHONE

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EXPERIENCE

Olson Group

Los Angeles, CA // HR Professional // 03/2018 – present

- Lead trainings for managers/employees on HR Policies
- Provide support to employees and managers on Performance Review process
- Coach managers on performance discussions
- Support with GEMS tool for Performance Management
- PIP (Performance Improvement Plan)
- Assist Managers to initiate a PIP
- Participate in monthly performance reviews
- Support managers to prepare PIP documentation
- GEMS Accuracy
- Review changes made by manager via GEMS to ensure details are correct

Bechtelar, Ryan and Connelly

Los Angeles, CA // HR Professional // 10/2012 – 11/2017

- HR Data – provide HR Analytics to HRBPs
- Work with HRBP and Global Mobility to prepare the transfer
- Support with necessary documentation
- RIF: calculation/execution/tracking
- TUPE: provide legal background for implementation of TUPE projects
- Complete the required documentation after investigation
- Ensure 100% compliance with country labour legislation
- Review employment data, cost centres, global job codes etc. to ensure 100% accuracy
- Employee level data: Attrition, headcount, location, cost of employment, absence, salary

EDUCATION

Columbus College of Art and Design

Bachelor's in Business

SKILLS

- Contributes to the development, implementation, interpretation, and revision of department human resource programs, policies, and procedures according to institutional and legal rules and regulations
- Approves retroactive payroll expense transfers per institutional, state and federal policies
- Coordinate onboarding of new employees into the University and HR systems, such as obtaining institution badges, office keys, parking, IT access for email and servers, pagers, office space and telephones, scheduling orientation and assigning trainings as necessary