**Angela G. Tinsley**

6666 W. Washington Ave, Apt. 659, Las Vegas NV 89107

720-577-8910 (cell) – agtinsley@gmail.com

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNITED AIRLINES CATERING OPERATIONS – HR REPRESENTIVE**

* Investigate and provide discipline and guidance to employees and management
* Manage frontline employee attendance
* Daily contact with the Employee Service Center to obtain employee’s leave status
* Manage and track all leaves of absences, oversee Workers’ Compensation
* Update HRIS system with status changes and establish process improvement
* Authorized Signatory, sign completed badging applications and audit City badging process
* Plan, create and conduct monthly Employee Appreciation Day celebrations and other special occasions
* Foster employee engagement and promote retention strategies
* Assist with New Hire Orientation, I9, UA badge photos and lockers assignments
* Collaborate with Payroll and HR to process and resolve data issues
* Run reports from PeopleSoft and eTA systems
* Assist with weekly Hiring Events, Benefit, 401k, Pulse Survey and Uniform Roadshows
* Respond to unemployment notices
* Answer employee benefit questions
* Conduct employee Recourse Hearings
* Member of the Safety Action Team

**DISCOVERY OUTSOURCING, LLC – HR ASSISTANT**

* Handle Unemployment notices and hearings
* Update and edit Employee Handbooks for clients
* Compile salary data for clients. Assemble job descriptions for clients
* Assemble job descriptions for clients
* Assist with benefits Open Enrollment for over 300 clients

**IMPLEMENTATION SUPPORT SPECIALIST**

* Contracted to assist PEO, Discovery Outsourcing, LLC, with implementation of new clients
* Update census spreadsheet ensuring all documents are accurate and legible.
* Reaching out to clients to coordinate retrieval of incomplete new hire paperwork
* Audit each implementation step to ensure accurately before going live.

**AIR METHODS CORPORATION – HUMAN RESOURCES GENERALIST III**

* Regional HR Generalist for CA, NE, MO, IL, SD,IA,LA,MN,ND,TN,MS and CO corporate office
* Counsel, orientate and train management on interpretation and administration of HR policies
* Assist recruiters and hiring managers on interviewing candidates
* Manage and investigate employee relations issues. Assist with employee counseling, discipline and grievance handling. Investigate Silent Whistle complaints
* Conduct exit interviews. Prepare documentation and appear on Unemployment Hearings
* Manage all leaves of absences. Assisted with OSHA Recordable injuries
* Adhere to compliance guidelines under the Collective Bargaining Agreement and FAA for Pilots
* Provide documentation for PRIA releases
* Conduct new hire orientation for Pilots, Flights Nurses, Paramedics, Mechanics and Corporate employees
* Review, approve and enter new hire, salary adjustments, transfers, separations into Ceridian/UltiPro Systems
* Plan Administrator over the Company 401k plan. Gather data and documentation for 5500, non-discrimination testing and audits
* Member of System Improvement Round Table and Root Cause Analysis Board

**PROFESSIONALLY YOURS STAFFING – HUMAN RESOURCES BENEFITS SPECIALIST III**

* Contracted to assist ADP TotalSource Benefits Services Annual Enrollment over 1800 clients
* Process weekly termination adjustments

**PENDUM, LLC –HR & BENEFITS MANAGER**

* Recruiting of employees for Corporate office and developing relationships with employment agencies
* Key person over 401k plan, preparing documents for 5500 filings and non-discrimination testing
* Employee relations investigation for Southeast and Midwest regions
* Managed full circle of all leaves of absences
* Daily vendor contact to ensure we are in compliance
* Daily data entry in ADP payroll and Benefit Expert systems
* Negotiated plan renewals and contracts with assistance of broker for employee benefits for 2300 employees
* Lead member on organizing Open Enrollment

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIVERSITY OF NORTHERN COLORADO – Greeley, CO**