

Robert Smith

HR Specialist Consultant

PERSONAL STATEMENT

Dedicated professional that seeks out and champions innovative ideas and initiatives. Quickly analyzes complex organizational problems and finds actionable, pragmatic solutions. Proactive in aligning strategic and talent initiatives with business objectives and goals. Able to take tough stands and resolve difficult people issues effectively. Demonstrates a strong passion to innovate and drive for improved organizational performance.

WORK EXPERIENCE

HR Specialist Consultant

Midwest Special Services - 2018 - 2019

Responsibilities:

- Conduct investigation of internal VA reports, including effectively interviewing staff and clients.
- Make recommendations to the Administrative Team for areas of improvement.
- Ensure that committee is actively involved in the overall safety program of the agency.
- Review all accidents, near misses and incidents.
- Investigate those that meet investigating criteria and prepare investigation reports with recommendations for correction.
- Coordinate the implementation of emergency drills and safety inspections agency wide.
- Maintain records related to Affirmative Action.

HR Specialist

ABC Corporation - 2015 - 2018

Responsibilities:

- Reduced company benefits costs and boosted employee morale by assisting in the launch of companys 1st wellness program.
- Received an end of the year performance bonus.
- Successfully recorded accurate personnel data which provided effective end of the year reports.
- Played key role in the creation of companys 1st electronic file system for HR personnel files.
- As the HR representative, reduced companys unemployment rates and payments by winning unemployment case hearings.
- Responsible for maintaining accurate company HRIS system, including review, input, and update of data for 500+ employees Managed accuracy of time and expense data with Payroll Processed on a bi-weekly basis all payroll related changes such as salary updates.
- Provided information for COBRA distributions Reviewed employee performance evaluations and coordinated with HR Director & GM regarding any employee low ratings performances issues Point of contact for HR and Payroll related inquiries for all employees.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Proficient At MS Office.,
Proficient At Google.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor's in Psychology - 2004(Northwestern College (MN) - Saint Paul, MN)