

HR COORDINATOR

Summary

To obtain a Human Resources Generalist position that will fully utilize my extensive background and in HR, including experience in onboarding, payroll, benefits and compensation, HR policies and training and development

Human Resources Skills

Payroll · Benefits Administration · Employment Law · FMLA/ADA/EEO/WC · HR Policies & Procedures · Staffing & Retention · Employee Relations · HR Program/Project Management · Orientation & On-Boarding · HRIS Technologies · Training & Development · Performance Management

Professional Experience

HR Coordinator 12/2015 to Current Company Name City , State

- Process bi-weekly benefits deduction for payroll on time in Fidelity payroll system and answered employee's questions regarding timesheet, leave, and pay questions.
- Worked with senior-level management to create fair training and development policy. Administered training and educational assistance program and application. Monitor educational reimbursement process. Provided training and development to corporate managers
- Key person in completing and submitting form 1095 and 1094 for Affordable Care Act (ACA) reporting requirement. Researched, attended webinars and kept open communication with vendor during the ACA compliance process.
- Managed and administered Family Medical Leave (FMLA) and Disability (ADA) program, including keeping track of the status changes to ensure both employee and company is in compliance. Administered Paid Time Off (PTO) donation program for employees on FMLA.
- Ensured full compliance of worker's compensation. Managed, supervised, and reported all Worker's Compensation cases and follow up with Worker's Comp vendor on each case until they close. Educated and advised employees on worker's comp. Trained manager on the reporting process for any workplace-related injury cases. Performed OSHA survey and report.
- Administered benefits for all benefit-eligible employees. Actively participated and involved with yearly benefits open enrollment by personally visiting employees on client's site to deliver new plan year's benefits information. Sent out 401K notification to employees.
- Instrumental in the entire onboarding process. Conduct and present new hire orientation on a weekly basis. Sent out offer letter and employment agreement. Performed background check on corporate hires and advised HR Director on the results. Process E-verify for all new hires. Addressed inquiries from employees and management regarding new-hire activity. Provide support to employees in-person, over the phone, and through e-mails. Solved and assisted management in multiple employee-related issues.
- Main person for managing and maintaining Flexible Spending Account (FSA) benefits including health, dependent care, transit, and parking. In charge of maintaining benefit enrollments on Kelly website.
- Lead person for monitoring and maintaining company's Learning Management System – BizLibrary. Using BizLibrary to conduct annual compliance training course to approximately 500 employees and generating weekly training completion report.
- Played a key role in annual performance review process. Maintained and trained managers on the performance management system – Halogen. Assisted employees with technical issues using Halogen and how to fill out the review form.
- Ensuring successful implementation of new HRIS system, Del-Tek by testing out multiple HR-related functions and compile HR forms and documents for the Del-Tek system.
- Reviewed federal, state, and local employment law to confirm and enforce company compliance. Ensure clear communication with benefits and business vendors when there is a change.

HR/Payroll Coordinator 07/2015 to 12/2015 Company Name City , State

- Specialize in payroll-related task, issues, and wage compliance
- Maintain and process weekly payroll, manual checks, and commissions on ADP system for three dealership locations Process employment verification requests
- Set up new employees and terminations using Applicant One, ADP and Reynolds Update and verify I-9 forms
- Assist with worker's compensation Process wage garnishments and child supports Process onboarding documents
- Answer employee's questions on policy, payroll, benefits, and wage deductions.

Human Resources Communications Executive 04/2012 to 02/2012 Company Name City

- Organized monthly New Executives Orientation (Onboarding) Program
- Interviewed employees, prepared speeches and write-ups for internal activities
- Wrote, edited and prepared 90% of write-ups in the internal newsletter on time
- Increased the edition of Resort Living newsletter frequency from bi-monthly to monthly
- Assisted in organizing company's biggest internal annual event for 13,000 employees.

Human Resources Executive Secretary 02/2011 to 04/2012 Company Name City

- Organized and managed Human Resources department's events and meetings
- Created and managed the Senior Vice President of HR and Legal's calendar and meetings
- Prepared minutes for the department's monthly meeting
- Assisted in preparing department's Standard Operating Procedure manual
- Assisted with HR admin works as required Ordered and controlled the office supplies.

HRIS and Software Skills

- Advance in administering employer website for Halogen, Fidelity (payroll and 401k), Kelly, Discovery Benefits and PCR applicant tracking system
- Intermediate knowledge in Applicant One, ADP, Del-Tek and Reynolds
- Advance knowledge of Microsoft PowerPoint, Excel, and Words
- Beginner knowledge of Microsoft Access
- Beginner knowledge in Content Management System (CMS)

Accomplishments

- Revamped the orientation process for all new hires that will be implemented company-wide.
- Ensured department's functionality and dependability by performing multiple additional department's tasks seamlessly during a rough transition period.
- Fostered an open communication and teamwork environment by working with multiple departments, and team members when working on a project. Was noted as a team player by teammates and supervisor.
- Worked with upper management to revise and create new training application form, policy, and procedure.
- Created offer letter and employment agreement templates for the company and assisted in revising employee's 60-day check-in form and policy

Education

Bachelor of Science : Management George Mason University City , State Management 3.84 Excellence in Major and Magna Cum Laude Related coursework: Teamwork, Intro to HR, Advance HR, and Honors Seminar in Leadership
Associates of Arts and Science Degree : Business Administration Lord Fairfax Community College City , State Business Administration 3.77 Magna Cum Laude

Languages

Speak fluently in English, Chinese (Mandarin and Cantonese), Malay

Membership, Trainings, and Certificates

Member of Society for Human Resources Management (SHRM) 04/2015 to Current

Essentials of HR Seminar 04/2016

Form I-9 and E-Verify by SHRM 02/2016

Certificate of Excellence in the Major of Management 05/2015

Presentation skills training through Knowledge Sharing Sessions, Malaysia 09/2012

Corporate Grooming and Business Etiquette Training, Malaysia 03/2012

Malaysia Leadership Conference, Washington D.C. 12/2011