# HR CONSULTANT

## Summary

Certified Human Resources Professional with 15 years background in full range of HR functions with extensive experience in employee management, hiring, training State and Federal compliance and the ability to incorporate HR practices to achieve business results.

## Highlights

- Training and development
- Recruiting
- Exceptional interpersonal skills
- Manager coaching and training
- Performance management
- Employment law compliance
- Employee relations

## Accomplishments

- Established HR infrastructure as companies transitioned from small to mid-size.
- Trained HR staff in proper creation and retention of HR documentation
- Instituted Performance Management process with supporting training and follow-up.
- Supported Company through change management during and after acquisition.
- Implemented process for leave management incorporating the complex interaction of FMLA, CFRA, ADAAA and PDL.

## Experience

HR Consultant

July 2014 to December 2014 Company Name － City , State

Partnered with legal department of multi-state client (40,000+ employees) to establish ADAAA and other workplace compliance. Identified and updated a backlog of LOA and accommodation issues.

Human Resource Specialist

August 2008 to June 2014 Company Name － City , State

- Human resources advisor to a diverse group of clients from various industries, delivering customized HR service solutions that positively impact client business and ensure compliance with State and Federal laws.
- Reviewed federal and state laws to confirm and enforce company compliance.Designed the employee performance evaluation process and merit program.Created and implemented the exit and interview program process.Advised top management on appropriate employee corrective actions.Created and modified job descriptions within all departments.Worked with senior-level management to create fair and consistent HR policies and procedures.Worked with HR advisors and HR representatives on establishing consistent hiring practices.Created and managed more than [Number] confidential personnel records.Guided clients on how to conduct background checks and verify references.Developed more than [Number] employee handbooks, including design and layout.Facilitated monthly meetings to develop strategies that would positively influence workplace relationships.Conducted an average of [Number] employee exit interviews per year.Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.Guided the startup and management of all HR operations, systems and programs for a new location within the company.Led a weekly open enrollment question and answer session with employees on benefit program updates.Supported [Number] employees at all levels, including executive leadership.Recruited and interviewed [Number] applicants per [Time period].Increased the employee base by [Number]% to meet changing staffing needs.Implemented an innovative employee incentive program, which resulted in a [Number]% increase in staff productivity.Directed [Initiative] to maximize [Positive outcome].Answered employee questions regarding [Topic] and [Topic] and resolved any issues.Advised managers on organizational policy matters and recommend needed changes.Conducted new employee orientation to foster positive attitude toward

organizational objectives.Directed personnel, training and labor relations activities.Identified staff vacancies and recruited, interviewed and selected applicants.Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

- Worked directly with small business owners and start-up companies to build, redefine and update HR department to support organization's strategic goals and objectives. Provided liability management training to supervisors and managers. Created and implemented interview and selection, performance management, succession planning processes. Utilized HR Metrics to support creative solutions for Human Capital Management.
- Provide guidance on compliance as well as design programs to attract, retain and grow staff.
- Manage ER matters to provide conflict resolution and mitigate liability.

Human Resource Generalist

April 2007 to April 2008 Company Name  -  City , State

- Partnered with managers to interpret and implement company policy, providing insight and guidance on employment law in order to maintain consistency and compliance. Provided coaching and counsel in the areas of employee relations, performance management and corrective actions. Acted as liaison between managers, employees and centralized HR functions during implementation of organizational process changes. Identified issues and proposed changes that challenge the status quo to align growth with corporate goals. Considered SME (subject matter expert) for Leaves of Absences, Workers Compensation and I-9 compliance. "Go-to" person for HR staff.
- Created and implemented processes for rectification of compliance issues.
- Worked closely with corporate benefits in order to implement new leave process.
- Developed materials to guide employees through newly implemented processes.

Human Resources Coordinator

January 2003 to January 2007 Company Name  -  City , State

- Partnered with managers and supervisors in order to provide HR support for 3 sites in Southern California, with over 600 employees. Managed all LOA including FMLA, CFRA and PDL to ensure compliance with State and Federal regulations and company policies. Provide coaching and counseling in the areas of compliance, employee relations, disciplinary actions and review process.
- Worked closely with the VP and legal department to respond to EDD, FEHA and company hotline complaints. Successfully avoided litigation by consistent practice and clear documentation.
- Conducted investigations, documented and determined appropriate resolution.
- Proactively determined training needs and created programs to develop workforce for anticipated technology, reducing staff turnover, increasing productivity and quality.
- Developed screening matrix for government funded training program resulting in 100% successful completion and overall improvement in workforce.
- Supported Distribution center with all HR related needs during automation, including change management and department restructure and compensation structure.
- Working member of implementation team for Oracle HR.
- Provided staffing and recruiting support for positions ranging from hourly to technical specialties.
- Conducted market analysis using compensation surveys to ensure equity for employees.
- Calculated quarterly and annual bonuses per multiple national and international programs.
- Maintained training record to comply with ISO9001 audits.
- Resolved employee issues with payroll and Benefits.
- Conducted New Hire orientation, Sexual Harassment Prevention and other training as required.
- Administered review process for non-exempt and exempt employees.
- Evaluated, selected and built relations with vendors resulting in 50% reduced cost and better service. Provided support for HR department and coordinate all on-site and off-site events. Interacted with workers' compensation and medical facilities to facilitate claims resolution. Maintained FMLA and WC documents and logs. Worked closely with VP of HR on matters ranging from creation of new awards program to facility closures. Compiled and filed OSHA and AQMD reports per requirements.

Administrative Assistant

January 2000 to January 2001 Company Name  -  City , State Provided general support for the HR department and director of HR. Responsible for all company events, recreation programs, answering general benefits inquiries and ensuring completion of all paperwork.

Education

B.S. : Pharmacology University of Dundee

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Certifications

PHR , GPHR

SHRM-SCP - Senior Certified Professional

Professional Affiliations

Society of Human Resources Managers (SHRM) and PIHRA

Skills