

HR SPECIALIST

Highlights

- Staffing and recruiting professional
- Interviewing expertise
- Recruiting
- Personnel records maintenance
- Affirmative Action compliance
- Fluent in [Language]
- Detail-oriented
- Microsoft Office Suite expert
- People-oriented

Experience

07/2015 to Current

HR Specialist Company Name - City , State

- Assisted with the establishment of the hiring process that is currently in use at the George's Employment and Training Center.
- Assisted in the creation and implementation the first electronic hiring process within George's that pre-printed a new hire's SSN, address, the date and name which decreased the time to hire someone from 1 hour to 30 minutes, on average.
- Assisted with the development of the first electronic application for production hiring.
- Explain terms of position with new hires, such as salary, hours, dress code, job description, etc.
- Responsible for onboarding new employees, which includes administering new, hire paperwork, E-Verify, and I-9 Verification.
- Establish and maintain relationships with HR managers to stay abreast of current and future hiring.
- Coordinated driver-recruiting process.

10/2010 to 07/2015

HR Specialist Company Name - City , State

- Assisted the Managers in the staffing and compliance for 16 area locations.
- Staff, insure compliance training is completed, track their assignments, evaluations, system access and terminations in the Tyson clerical and industrial temp pool, which is over 100 people as direct reports.
- Assisted with the development and piloted the first electronic application for production hiring.
- Collaborated with Team to develop a detailed processes for non-discretionary, discretionary, and professional hiring.
- Reviewed every I-9 and E-Verify for errors.
- Ran and completed E-Verify on new hires.
- Knowledgeable in SAP, ADHOC, Training and Events and e-Recruitment data entry and Reporting.

03/2009 to 10/2010

HR/Benefits Clerk Company Name - City , State

- Analyzed employment-related data and prepared required reports.
- Developed reports on employee headcount, monthly HR reports and quarterly training reports.
- Managed all aspects of the employee life cycle process, including on and off boarding.
- Communicated the duties, compensation, benefits and working conditions to all new hires.
- Ensure new hire files were complete and accurate.
- Worked extensively in SAP and verified all data entered was accurate.
- Explained human resources policies and procedures to all employees.
- Conducted telephone and onsite exit interviews for all employees.

- Worked on 401(k) administration, FMLA and all areas of insurance and benefits.
- Generated employee-tracking reports each month.
- Managed communication regarding employee orientation and open enrollment for Benefits.
- Ensured enrollment of all new hires into Tyson's insurance plans.

08/2007 to 03/2009

HR Clerk Company Name - City , State

- Maintained open position postings.
- Maintained customer service focus with employees and applicants at all levels of the organization.
- Verified applicant references and employment history.
- Experienced with multiple line telephones, handling routine inquiries, directing calls and taking messages.
- Distributed appropriate employment documentation to various plant locations.
- Maintained accurate information on outgoing files to all locations.
- Entering initial data, prepare for hire and rejecting in SAP as well as making any necessary changes from the recruitment side of SAP.
- Generating reports.
- Verify that applications are complete.
- Provide assistance to applicants in completing the application.
- Translate in Spanish when necessary.
- Ensured all compliance laws were followed.

10/2006 to 03/2007

Receptionist Company Name - City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized fashion.
- Served as central point of contact for all outside vendors needing to gain access to the building.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Posted open positions in the lobby and with Workforce.
- Worked with a very diverse labor pool.
- Ensure all applications were completed to compliance standards.
- Explained the application process to applicants.
- Scheduled interviews and the on-boarding process.

09/2005 to 10/2006

Administrative Assistant Company Name - City , State

- Greet and receive visitors.
- Answered heavy phone traffic.
- Maintained inventory of office supplies.
- Coordinated CPR classes for customers and staff.
- Assisted staff in coordinating meetings and telephone conferences.

Education

2001

Diploma Rogers High School

Skills

Benefits, central point of contact, clerical, conferences, CPR, customer service, data entry, directing, documentation, fashion, faxes, focus, hiring, human resources, HR, insurance, inventory, meetings, access, office, neat, policies, processes, receptionist, reception, Recruitment, recruiting, Reporting, SAP, Spanish, staffing, taking messages, telephone, telephones, phone, Type