

HR GENERALIST/RECRUITER

Summary

Human Resource Generalist who is an great communicator and negotiator with strong conflict resolution skills. Extensive background in recruitment and retention, mediation and records management.

Highlights

ADP, People fluent, Microsoft Offices, Interviewing expertise

Performance management strategies

Benefits administrator

Employee relations

Benefits administrator

Manager coaching and training

HRIS applications proficient

Payroll expertise

National Human Resources Association

Event management

Employee handbook development

QuickBooks proficiency

Alternative Dispute Resolution (ADR)

Staffing and recruiting professional

Accomplishments

Led the Staffing Planning Committee for [Number] years. Introduced the first passive Open Enrollment process. Human Resources

- Reduced employee turnover by 10%.

Experience

HR Generalist/Recruiter

January 2013 to January 2015 Company Name - City , State

January 2013 to January 2014

- Strategize with management on all recruitment needs (over departments) Build strong relationships with candidates, hiring managers to ensure a high level of customer service.
- Keep hiring managers informed throughout the recruitment process for all salaried and non-salaried employees.
- Co-authored all recruitment & transfers process to better the onboarding and applicant experience Maintained an accurate and detailed record of each employee in a customized database for all pre-employment screening Interpret company policies and procedures to new hires Provided mentoring and job coaching for temporary and permanent employees Negotiate/ analyzed compensation and make recommendations for salaried and non-salaried employees Create metric reports for HR director as well as staffing reports for

Clinical Associate Director Coach and advise employees regarding HR programs, practices and procedures Plan, manage and communicate special projects and programs such as employee recognition, wellness, benefits, recruiting and performance management, and employee surveys Resolves employee concerns related to health and welfare plans functioning as liaison with various insurance carriers Collaboratively efforts with Training and IT department to train and orientate all new hires within the organization.

Human Resource Administrator

January 2006 to January 2012 Company Name - City , State

- Managed the recruitment applicant tracking system (moved candidates to appropriate workflow, creating and closing job posting) Managed all new hire onboarding, coordinating and/or conducting new hire orientation and ensure all paperwork were 100% in compliance with federal and state regulations Provided recruitment metrics reports and compile reports from HRIS database for the HR Business Partner Assisted in administering and adhering to existing policies and procedures (e.g., Employee Handbook and Policies and Procedures manuals), by providing training, mentoring and coaching Managed annual employee benefits open enrollment (coordinated logistics with benefit vendors such as; Aetna, Harford, Vanguard) for all sites throughout the US Created HR processes for HR Business Partner (temporary staffing, tuition reimbursement, full cycle recruitment) Involved in the annual performance management process including merit increases (tracked/monitored, rewrite job descriptions, ensure appropriate approval flow or make changes) Maintained relationships with staffing vendors for temporary employees Point of contact for 1000+ US based employees regarding benefits, policies and procedures.
- Assisted in resolving personnel-related problems Addressed employee relation concerns and exit interviews Responsible for all leave administration, including FMLA and discretionary leave tracking and notifications, coordination with paid time off, disability programs, and/or health benefits, as well as return to work protocols.

Assistant Store Manager

January 2005 to January 2006 Company Name - State

- Managed exempt and nonexempt employees (6-8 staff members) Contributed to team effort by accomplishing related results as needed Helped customers by providing information, answering questions and obtaining merchandise requested Attracted customers by originating display ideas Constructed or assembled prefabricated display properties Assembled product displays in windows and showcased on sales floor Evaluated competition by visiting local competitor stores (gathering information such as style, quality, and prices of competitive merchandise).

Education

Masters of Administrative Science : June 2013 Fairleigh Dickinson University - City , State

B.S : Economic , 2005 Economic

A.A : Liberal Arts , 2002 Liberal Arts

Skills

ADP, benefits, closing, Coach, coaching, competitive, customer service, database, hiring, HRIS, HR, insurance, logistics, Director, mentoring, windows, performance management, personnel, Policies, processes, protocols, quality, recruiting, recruitment, sales, staffing, workflow