

HR MANAGER

Professional Summary

Senior HR professional with a continuous improvement approach to building and supporting organizations. Driven HR Manager bringing an innovative approach to human resource management while creating a team-driven environment that fosters room for development and growth. Dedicated HR professional with strong grasp of employment laws, compliance issues and benefits plans. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment. Creative Business Partner dedicated to developing unique employee orientation and training programs that will generate a loyal and knowledgeable staff.

Skills

administrative, ADP, backup, Benefits, bookkeeping, clarify, competitive, customer service, database, delivery, documentation, employee relations, filing, government, HR, human resources, human resource, insurance, job analysis, laborrelations, law enforcement, Team building, letters, market, meetings, mail, office, Payroll processing, payroll, personnel, policies, processes, Project management, proposal, quality, recruiting, recruitment, safety, strategy, employee handbooks, vendormanagement, vendormanagement, vision, year-end

Work History

HR Manager , 06/2016 to Current

Company Name – City , State

- Developed and evolved the department's mission, workflows and structure while continuously developing and improving processes in an ever-changing environment.
- Implemented the company's first sourcing tracking system.
- Built a comprehensive employee recruiting strategy allowing me to fill 50+ positions in a period of 9 months.
- Cut cost per hire and reduced average days to fill positions.
- Achieved department goal by reducing turnover.
- Placed new Benefits Broker and coordinated the implementation of new benefit programs ensuring they were current and competitive.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Handled understaffing, disputes, terminating employees and administering disciplinary procedures.
- Resolved employment-related disputes through proactive communication.
- Offered fair and equitable compensation by comparing current salaries with market pay.
- Audited workplace, employee and management policies and procedures.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.

Sr. HR Generalist , 01/2015 to 05/2016

Company Name – City , State

- Acted as a liaison and maintained open lines of communication between Directors, middle management and front-line employees.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Established and monitored employee pay scales.
- Audited workplace, employee and management policies and procedures.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Built a comprehensive employee recruiting strategy.
- Managed the employee rewards programs.
- Conducted job analysis and job evaluations, resulting in quality job specifications.
- Developed innovative new-employee orientation programs, including safety training.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.

- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.

Benefits Administrator , 01/2014 to 06/2014

Company Name – City , State

- Closely partnering with brokers to minimize year-over-year cost increases for medical, dental and vision health plans.
- Organized district-wide Benefits fair.
- Provided hands-on customer service to 2500 district employees and retirees.
- Educated and advised employees on group health plans, voluntary benefits and retirement plans.

Human Resources Supervisor , 08/2013 to 02/2014

Company Name – City , State

- Led a comprehensive safety training for 55 staff members.
- Handled understaffing, disputes, terminating employees and administering disciplinary procedures.
- Resolved employment-related disputes through proactive communication.
- Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Audited workplace, employee and management policies and procedures.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Built a comprehensive employee recruiting strategy.
- Developed innovative new-employee orientation programs, including safety training.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.

Human Resources Generalist/Administrative Assistant , 02/2013 to 08/2013

Company Name – City , State

- Conducted background checks on candidates by obtaining information from law enforcement officials, previous employers and references.
- Evaluated timecards for accuracy on the regular and overtime hours.
- Updated presentation documents for the compensation committee to review.
- Captured key feedback from employees during exit interviews.
- Supported human resources staff with new hire orientations and monthly departmental meetings.
- Implemented a tracking database for employee professional development and licensure renewal credits.
- Coordinated employment offers with management and extended offers to selected candidates.
- Researched all payroll, COBRA, disability and FMLA issues.
- Reviewed human resource paperwork for accuracy and completeness by verifying, collecting and correcting additional data.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Conducted employment verifications and investigations.
- Built a comprehensive employee recruiting strategy.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.

- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Processed unemployment claims and acted as the company representative at unemployment hearings.

Human Resources Assistant , 09/2008 to 02/2013

Company Name – City , State

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Managed employee exit interviews and paperwork.
- Provided backup payroll, if needed.
- Recruited and screened qualified potential employees.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Facilitated the criminal background check process for new hires.
- Conducted background checks on candidates by obtaining information from law enforcement officials, previous employers and references.
- Supported human resources staff with new hire orientations and monthly departmental meetings.
- Implemented a tracking database for employee professional development and licensure renewal credits.
- Entered personnel and subcontractor data into a central database.
- Coordinated and conducted new hire pre-interviews.
- Assisted management staff in annual year-end processes and data audits.
- Accurately prepared government compliance reports and proposal requests for employee data.
- Addressed and resolved general payroll-related inquiries.
- Sent notices to employees and subcontractors regarding expiring documentation.
- Reviewed human resource paperwork for accuracy and completeness by verifying, collecting and correcting additional data.
- Completed employee employment verifications and unemployment paperwork in a timely manner.
- Reviewed and corrected job offer letters for completeness and accuracy before approving their delivery.

Education

Bachelor of Science : Business Management , 2009

University of Phoenix - San Jose Learning Center - City , State

Business Management

MBA : 2010

University of Phoenix - City , State

MBA : Human Resources , 2018

Notre Dame de Namur University - City , State

Human Resources