

HR GENERALIST

Professional Profile

Responsible administrative support professional with extensive experience in Project Management and Finance environments. Organized and detail-oriented with strengths in project management and inventory control. Certified Professional in Human Resources (PHR) with additional state certification from US Armed Forces offering a 9 year HR career distinguished by commended performance and proven results. Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance. Demonstrated success in negotiating win win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

Qualifications

Staff Recruitment & Retention Employee Relations Alternative Dispute Resolution (ADR) Benefits Administration HR Program/Project Management Orientation & OnBoarding HRIS Technologies Training & Development Performance Management Organizational Development HRIS applications (UltiPro, PeopleSoft Enterprise Human Resources, ADP) MS Office (Word, Excel, PowerPoint, Access, Outlook)

Relevant Experience

- Improved department efficiency