

## HR EXECUTIVE

### Professional Summary

Forward-thinking HR Generalist highly effective at adapting to evolving market plans and the needs associated with company expansion.

### Skills

- New employee orientations
- Compensation and benefits
- Termination procedures
- In-depth knowledge of HR Compliance
- Project management
- MS Office proficient
- Knowledgeable in all HR Systems
- Team building
- Employee recruitment
- Interpersonal Skills
- Good Communication Skill
- Fast learner
- Flexibility

### Work History

11/2012 to 09/2014

HR Executive Company Name – City , State

- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Built a comprehensive employee recruiting strategy.
- 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.
- Established and monitored employee pay scales.
- Conducted job analysis and job evaluations, resulting in quality job specifications.
- Developed innovative new-employee orientation programs, including safety training.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRMS database.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.

### Education

2012

MBA : Human Resource

Crescent Business School - City , State

- Emphasis in Human Resources
- Minor in Systems
- In a study of Professional in Human Resources certificate (PHR)
- Organizational Training and Development seminar
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