

HR GENERALIST

Summary

Energetic, Bilingual Human Resources Professional offering ~11 years of extensive and successful experience administering various HR plans and procedures. Emphasis on recruitment/retention, management and HR principles & practices. Expertise in employee relations and organization development through education, and experience, seeks a similar role to produce immediate growth contribution to a rewarding company.

Highlights

- Hiring and retention
- Training and development
- Compensation and benefits
- New hire orientation
- Compensation administration/payroll
- Mediation expertise
- Employee relations
- Labor agreements
- Regulatory compliance
- Knowledgeable in all HR Systems

Experience

Company Name City , State HR Generalist 12/2014 to Current

- Develops Human Resources policies, procedures, plans and budgets.
- The safety of the workforce for recruitment, development and compensation of a superior workforce.
- Develops an employee-oriented culture that emphasizes quality, continuous improvement and high performance.
- Conduct new employee orientation to foster positive attitude toward organizational objectives.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Serve on the executive management team and assists and advises company managers about Human Resources issues with regards to compensation, benefits, compliance, organizational development, HRIS, training & development and employee relations.
- Review and provide comments on the adequacy of documents and took necessary steps to cure any deficiencies.
- Create and implement the exit and interview program process.
- Run the bi-weekly payroll process.
- Increase the employee base by