

HR CLERK

Summary

Translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Developing, improving and managing HR strategies in benefits and compensation, employee recruitment and development, ethics and corporate social responsibility, diversity, safety and security, and business strategy. Worked with continuous improvement programs in connection to development of Lean and Six Sigma strategy programs.

Highlights

- New Employee Orientation
- Applicant Tracking System
- Onboarding
- Payroll Management includes timekeeper for Kronos Timekeeping System
- Compensation and Benefits
- Performance Management
- Workers Compensation
- General Ledger Accounting
- Database Management
- Continuous Improvement
- Six Sigma
- Lean Manufacturing
- Business Strategy

Experience

02/2016 to Current

HR Clerk Company Name - City , State

- Coordinate and oversee recruitment and orientation program support for other HR assigned special projects.
- Coordinates and support for hiring of temporary hourly employees.

01/2012 to 01/2015

Administrative Coordinator Company Name - City , State

- Coordinates, oversees, and performs a wide variety of administrative, secretarial, and program support activities.
- Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues.
- Participates in the coordination, supervision, and completion of special projects and/or events.
- One project included setup up of IT Service provider contract.
- HR duties included maintenance of employee records, recruitment, employee orientation and onboarding.

01/2010 to 01/2012

Administrative Assistant/Bookkeeper Company Name - City , State

- Provides high-level administrative support for human resources, accounts payable, and purchasing departments.
- Primary duties includes bookkeeping (A/R, A/P, and General Ledger) duties related to daily maintenance and financial period closure as well as Human Resources support focusing on payroll administration, compensation and benefits administration responsibilities.
- HR duties included applicant tracking, employee records maintenance, benefits and compensation, payroll, and Workers Compensation reporting.

01/2000 to 01/2010

Clerical II Company Name - City , State

- Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Provides HR administrative support including administration of timekeeping system, coordination of employee time-off scheduling, maintenance of employee information and

interpretation of policy regarding employee time-off.

- Administrator to three databases (Labor, Skills and MRP Vacation Calendar).
- Provides administrative support for Continuous Improvement Program and Safety Programs.

01/1983 to 01/1999

Executive Secretary Company Name - City , State

- Provides bookkeeping and clerical support including monthly invoicing, correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Provides support for Human Resource functional areas including tracking for Workers Compensation, developing employee handbook, and maintaining the material safety data sheets.

Education

2015

SHRM Learning System - SHRM Program covers the SHRM Body of Competency and Knowledge (SHRM BoCK) preparing for the SHRM-CP/SHRM-SCP certification examinations. SHRM

2015

Bachelor's Degree, BSM/HRM : Business Management & HR Management University of Phoenix

- City , State Program provides foundational knowledge for Human Resources Generalists.

Explores the five key HR functions (staffing, compensation, benefits, training and development and employee relations). Examined trends, useful metrics, and applicable federal laws and legal issues. Learned how to apply metrics for each of the HR functions. SHRM Essentials of HR Management, SHRM (2015) Program provides critical knowledge necessary for those starting out in the HR profession, performing HR duties as a part of a non-HR job, or for those looking for an effective way to boost employee management skills. Offers critical knowledge necessary to help reduce costs, avoid potential lawsuits, and improve the ability to handle challenging HR issues.

Business Management & HR Management

1985

Associates Degree : Business Management Blue Ridge Community College - City , State

Business Management

2006

SHRM-CP Certification, SHRM PROFESSIONAL CREDENTIALS Blue Ridge Community College

Accomplishments

- Tyco Electronics, Best Practice- Vacation database for MRP Calendar used for scheduling in plant.
- Tyco Electronics, Staffing Project - brain storm employee development and engagement ideas for use by local and Corporate.
- Tyco Electronics, Project Team Lead -Updating employee skills database that promoted 100% knowledge of program and increased usage of program within division.

Professional Affiliations

SHRM, Society of Human Resource Management Shenandoah Valley Society for Human

Resource Management, Local Chapter of SHRM

Skills

accounts payable, administrative, administrative support, A/P, benefits, benefits administration, bookkeeping, clerical, Continuous Improvement, databases, employee relations, financial, functional, General Ledger, Human Resource, Human Resources, HR, interpretation, invoicing, legal, employee management, meetings, MRP, payroll, purchasing, receiving, recruitment, reporting, research, Safety, scheduling, secretarial, staffing, supervision