

HR CONSULTANT

Summary

Detail-oriented 25 years human resources professional who excels under tight deadlines, while anticipating and averting potential problems by proactively streamlining processes to find the perfect applicant.

Highlights

- PHR Certified Professionals in Human Resources Association
- Excellent interpersonal and coaching skills
- Recruiting and selection techniques
- National Human Resources Association
- Talent assessments
- Hiring recommendations
- Background checks
- Training and development
- Hiring and retention
- Compensation/payroll
- Employee relations
- Regulatory compliance
- Affirmative Action compliance
- New hire orientation
- Mediation expertise
- Exceptional interpersonal skills
- PeopleFluent/Taleo expert

Accomplishments

Human Resources

- Reduced employee turnover by 18%.
- Led the Staffing Planning Committee for years.
- Created a rewards and incentive program that was cited as the driving force behind branch employee retention rate.
- Implemented a new hire training program for Branch operations specialists.
- Supervised HR interns and provided assistance in resume building, training and career path development.
- Designed a standard exit process and interview survey that was implemented permanently. Revamped the orientation process for all new hires, which was implemented company-wide.

Experience

07/2015 to Current

HR Consultant Company Name - City , State

HR and Career Consultant

Consult fortune 500 companies in HR

Career consultant for potential applicants

Executive Recruiting for Banking Professionals

10/2014 to 05/2015

Director of Customer Strategies-Heart Walks Company Name - City , State

Recruited and interviewed applicants for Customer Strategies Team.

Directed and managed to maximize positive customer experience for all Heart Walks.

Identified staff vacancies and recruited, interviewed and selected applicants.

Answered employee questions regarding Heart Walks and resolved any issues.

Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Defined strategy and business plan for Heart Walks for the Southwest Affiliate including 6 states.

Executed integrated advertising campaign across multiple media channels.

Implemented and evolved high-impact strategies to target new business opportunities and new markets.

Created the look and feel of the organization's online presence in social media forums.

06/2014 to 05/2015

Human Resources-Recruiter Company Name - City , State

Recruited and interviewed 100-200 applicants per month.

Advised managers on organizational policy matters and recommend needed changes.

Directed personnel, training and labor relations activities.

Identified staff vacancies and recruited, interviewed and selected applicants.

Reviewed federal and state laws to confirm and enforce company compliance.

Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.

Created and modified job descriptions within all departments.

Worked with senior-level management to create fair and consistent HR policies and procedures.

Worked with HR advisors and HR representatives on establishing consistent hiring practices.

Facilitated monthly meetings to develop strategies that would positively influence workplace relationships.

Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.

Conducted telephone and onsite exit interviews for all employees.

Answered employee questions during the entrance and exit interview processes.

Worked closely with HR business partners to facilitate year-end talent reviews and articulate team strengths.

Selected and interviewed candidates for all available positions. Created job descriptions to attract a targeted talent pool within the market wage range.

All social media and military recruitment.

09/2012 to 05/2014

Talent Attraction Company Name - City , State

- Conduct reference or background checks on job applicants.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Confer with management to develop or implement personnel policies or procedures.
- Contact job applicants to inform them of the status of their applications.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.

- Interview job applicants to obtain information on work history, training, education, or job skills.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Review employment applications and job orders to match applicants with job requirements.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.
- Schedule or conduct new employee orientations.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
- Evaluate recruitment or selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed.
- Evaluate selection or testing techniques by conducting research or follow-up activities and conferring with management or supervisory personnel.
- Review and evaluate applicant qualifications or eligibility for specified licensing, according to established guidelines and designated licensing codes.
- Perform difficult staffing duties, including dealing with understaffed, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Prepare and follow budgets for personnel operations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze training needs to design employee development, language training and health and safety programs.
- Conduct exit interviews to identify reasons for employee termination.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Prepare personnel forecast to project employment needs.
- Allocate human resources, ensuring appropriate matches between personnel.
- Develop, administer and evaluate applicant tests.
- Provide terminated employees with outplacement or relocation assistance.

02/1999 to 05/2012

Assistant Vice-President-Human Resources Company Name - City , State

- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Hire employees and process hiring-related paperwork.
- Contact job applicants to inform them of the status of their applications.
- Confer with management to develop or implement personnel policies or procedures.
- Conduct reference or background checks on job applicants.
- Analyze employment-related data and prepare required reports.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Review employment applications and job orders to match applicants with job requirements.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.
- Schedule or conduct new employee orientations.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
- Evaluate recruitment or selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed.
- Review and evaluate applicant qualifications or eligibility for specified licensing, according to established guidelines and designated licensing codes.

Interests

Volunteer of the Year award, Austin, TX 2012

Education

Bachelors : BAAS Dallas Baptist University - City , State , United States

PHR State Certified

Professional of Human Resources

High School Diploma Leland High School - City , State

Skills

ADA, advertisements, benefits, budgets, charts, competitive, counseling, databases, documentation, employee relations, firing, forms, hiring, human resources management, human resources, labor relations, legal, networking, organizing, organizational, performance appraisals,

performance appraisals, recruiting, recruitment, research, safety, staffing, supervisory, employee development, employee handbooks.

Additional Information

- ADDITIONAL SKILLS
- * Volunteer of the Year award, Austin, TX 2012
- * PHR State Certified ,United States