**Noah Parker**

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Summary of Qualifications

* **Results-Oriented, Enthusiastic Human Resources Graduate** eager to share proficiencies in organizational and employee management to design high-functioning, collaborative, enjoyable, and empowering work environments
* **Diligent, Proactive Project Leader** who embraces challenges in complex, fast-paced settings, effectively taking initiative and utilizing resources to guarantee clear, beneficial decisions with lasting, company-wide success
* **Well-Rounded Generalist, Trained in Employee Engagement** with an understanding of and appreciation for the role of HR in enabling businesses to succeed through the collective efforts and contributions of their people

Education

***Bachelor of Arts with Certificate, Human Resource Management*** May 2020

*Indiana University – Purdue University Indianapolis* | Indianapolis, IN

***Key Coursework:*** Occupational Safety & Health | Employment Law | Training Methods | Labor Relations | HR Analytics | Employment Relations | Compensation Planning & Management | Staffing Organizations

***Compensation Management***

* *Acted as newly hired HR Director of fictitious manufacturing organization in a case study taken from the school’s MBA program, restructuring compensation strategy to maximize efficiency and profit while upholding worker satisfaction*
* *Employed industry standards to rework pay structure and update job descriptions, combining/eliminating redundancies and utilizing clearer, more exciting, and more professional language*

***Staffing Organizations***

* *Established staffing plan for fictional position*
* *Determined initial budget of process, core competencies of role, and candidate selection guidelines; drafted recruiter interview questions and offer/rejection letters*

***Training Methods***

* *Selected FMLA of 1993 as topic for training course, planning and developing entire curriculum*
* *Researched extensively, produced visual aide, shared half-hour presentation on material, and designed course quiz to evaluate participants’ comprehension*

Areas of Expertise

**Operational:** Customer Relationship Management | Conflict Resolution | Inventory Management | Performance Management & Improvement | Regulatory Compliance | Reporting and Analysis | Employee On-Boarding and Orientation | Employee Relationship Management | Internal Communications | Safety, Welfare, & Wellness

**Technical:** Proficient in Microsoft Office | Basic proficiency in Microsoft Excel | CPR Certified | Prophet21

Professional Experience

**Senior Disability Representative**  August 2020 -Present

*Sedgwick | Remote*

*Manages disability and FMLA claims for Ascension Health*

* *Collaborates with a team of examiners to process disability and FMLA leaves for our client. Works with each associate throughout life of claim to provide guidance and ensure state and federal requirements are met.*

**Counter Sales Associate | Branch Warehouse Management** June 2016 – August 2020

*Plumber’s Supply Company* | Fishers, IN

*Direct branch warehouse while also co-leading inside sales.*

* Perform all operational activities due to small size of branch, handling invoices, data entry, inventory management, order processing, and customer service
* Assisted in on-boarding and retention of new hires

**Event Coordinator** August 2012 – September 2016

*On-Site Caterer* | Indianapolis, IN

*Prepared and served food for large events including weddings, corporate events, and special gatherings.*

* Gained familiarity with quick decision making and cooperation in fast-paced work environment, understanding the value of proper training and team building to yield seamless execution and an ideal guest experience