

Robert Smith

Human Resource Manager

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SUMMARY

Proven and experienced HR professional that partners with companies to make sure that employees and management are supported and serviced. Service oriented leader that is described by his peers as a practical problem solver and effective communicator to all organizational levels.

SKILLS

Employee Relations, Spreadsheets, Recruiting, Interviewing, Hiring, Terminating, Benefits, Workers Comp, Unemployment Hearings.

WORK EXPERIENCE

Human Resource Manager

ABC Corporation - April 2012 - Present

- Represented corporate change and worked with new management in merger transition into a new company.
- Contribute information, analysis, and recommendations and establish human resource objectives in line with organizational objectives.
- Successfully resolved two wrongful termination lawsuits provided hr strategic counsel to leadership team.
- Employed as the hr manager with an employee base of 100 to administer and ensure adherence and enforcement of all hr functions.
- Enhanced new hire orientation program which entailed better understanding of product line, production, and assembly operations for all hires.
- Recruited as company spokesperson on sae global trade show which provided worldwide exposure.
- Directed and supervised activities related to employment, labor relations, compensation, and employee relations.

Assistant Human Resource Manager

ABC Corporation - April 2009 - April 2012

- Manager of assistant human resource manager provides guidance and support to management on policies, laws, interpretation of company policy, and compliance with federal and state laws.
- Manage employee-relations disputes and investigations while utilizing general counsel as necessary.
- Counsel managers and employees on the year-end and mid-year performance appraisal process.
- Conduct exit interviews in an effort to identify departure trends to develop retention strategies.
- Meet with hiring partners and directors to discuss position requirements, the interviewing process, and a sourcing strategy.
- Prepare annual compensation salary planning meeting; obtain data from all compensation areas and recommend changes to compensation structure.
- Produce spreadsheets for compensation projects including merit budget, and variable plans.

EDUCATION