Randall Edwards

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# profile

* Human Resources Manager with extensive understanding of business operations and needs. Highly capable of leading an effective HR team through creative leadership skills that achieve business objectives.
* Directs projects that improves efficiency while meeting deadlines and budgetary requirements, recommends and implements action plan strategies that propels relationship building and interdepartmental coordination.

# Experience

Proctor Associates Orlando, FL

Human Resource Manager 2004 – 2006

* Directed personnel, training, and employee relation activities.
* Mediated and oversaw conflict resolution for employee issues using current policies and disciplinary actions.
* Processed layoffs and severance packages during reduction in force.
* Developer an internship program, including creating requisitions and salary guidelines.
* Scheduled and administered pre-hire training classes for potential candidates.

K & K Associates Orlando, FL

Human Resource Manager – Intern 2006

* Guaranteed state and federal compliance in relation to company initiatives, standards, systems and processes in partnerships and in-house relations.
* Spearheaded and streamlined new onboarding process for candidates reducing the amount of time needed to train and onboard onto a new role.
* Revised historical safety policies and offered suggestions and improvements that were unanimously accepted by the leadership and stakeholder teams.
* Counseled employees on performance and efficiency.

Vanguards Limited Orlando, FL

Sales Executive 2002 – 2004

* Developed channel partners to help increase company-wide sales leads and industry partnerships.
* Achieved highest company sales of the year during second quarter with the company.
* Maintained, updated and revisited top 40 accounts with the purpose of strengthening customer loyalty and drive cross-selling opportunities.

# Education

Florida State University Orlando, FL

Master of Business Administration 2007

Florida State University Orlando, FL

Bachelor of Business Administration 2005

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