

Human Resources Specialist, Strategic Data Systems Human Resources Specialist, Strategic Data Systems San Diego, CA Work Experience Human Resources Specialist, Strategic Data Systems March 2019 to Present Serve as first point of contact for all HR matters to 12 U.S. DOD organizations involving 400+ employees in 23 states. Respond to questions, requests, and concerns from employees and management regarding company and Human Resources programs, policies and guidelines. Manage employee onboarding, create and send offer letters, ensure completion of all pre-employment requirements. Coordinate employee off-boarding, including exit paperwork, system deactivation, final paycheck, equipment collection, etc. Administer and manage employee benefits, including broker/ vendor relationships, enrollments, disability claims, FMLA, general employee inquiries and invoice processing. Process all garnishment withholdings, and submit 401k contributions/loans. Oversee all payroll functions, ensuring compliance and accurate processing. Submit and verify monthly invoices and billing statements and submit weekly Cross Application Time Web sheet (CATW) data reports. Complete all requests for verifications of employment (VOE) for current and past employees. Update Employee Handbook on an annual basis to maintain compliance with federal, state and local employment laws, including completion of mandatory reporting. Responsible for training and overseeing all duties performed by the Human Resources Administrator. Human Resources Administrator, Strategic Data Systems May 2017 to March 2019 Responded to questions, requests, and concerns from employees and management regarding company and Human Resources programs, policies and guidelines. Tracked new hires through onboarding process. Scheduled drug screenings, initiated background investigations, completed I-9 validations and E-Verify employment eligibility checks. Entered all payroll items, inquiries and adjustments for all employees. Recorded and tracked pay rate changes, paid time off/paid sick leave accruals, 401k enrollments, deductions/earnings. Ensured accuracy of timesheets for all employees. Recorded all timesheets into QuickBooks on a weekly basis. Performed regular audits of policies and HR files to ensure all were updated and compliant. Provided information to National Background Investigations Bureau (NBIB) investigators. Ensured compliance with the Privacy Act of 1974 involving release documents Administrative Assistant Wise

Alliance Legal LLC August 2016 to May 2017 Represented Wise Alliance at business events involving corporate healthcare attorneys from all over the U.S. Met with current/potential clients and attorneys to market upcoming events. Provided administrative and marketing support in creating travel plans, business itineraries and event planning. Marketing / Promotions Assistant, Raptors Baseball Team June 2015 to August 2016 Managed the marketing for 5 MILB sponsors. Completed required affidavits to account for each time a sponsor advertised in order to receive payments. Collaborated with a marketing team to maintain each sponsor's specific budget and schedule. Responsible for organizing a fundraiser that generated \$2,500. Managed promotional campaigns using social media. Education B.S. in Interpersonal Communication / Psychology Weber State University 2016 resources and accounting Weber State Women's Tennis Links <https://www.linkedin.com/in/lauren-schulte-5b379a75>

Name: Craig Casey

Email: mmejia@example.com

Phone: (256)731-9100x336