

ANNEMARIE HIN

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Accomplishments

- Built and implemented new companywide learning management system to regulate safety training, ensuring OSHA compliance
- Managed the transition for all benefits and training for several acquisitions, including the acquisition of 2 companies totaling over 900 associates in 2019.
- Implemented new health and welfare invoicing system to ensure accurate billing. Resulting in thousands of dollars in refunds from previous over-billing
- Converted open enrollment from a paper process to an online process, saving thousands in printing and travel costs
- Oversaw company's Community Giving Program. Formed several national partnerships with organizations including St Jude, Back on My Feet and Ronald McDonald House. Facilitated and lead monthly volunteer activities
- Dully employed as The Benefits Manager and Training Manager supporting 48 locations across 23 states totaling 1900 associates, saving the company thousands in extra overhead as we continue to acquire new locations and our needs evolve.

Experience

ImageFIRST 2014-Present

Training Manager

- Manage all operational activities of the LMS, increasing productivity and usage
- Implemented tracking and accountability controls to ensure 100 percent training compliance
- Manage creation, revision and maintenance of training material content. Including online training lessons, certifications, videos and instructor lead trainings
- Create email templates, reports, dashboards, and rule-based workflows. Manage training records, user permissions, groups and license allocations
- Work collaboratively in multi-disciplinary teams. Ability to coordinate projects, including creating timelines and meeting deadlines

Benefits Manager

- Responsible for all benefit administration for the entire company (1800 associates)
- Analyzed and evaluated services, coverage and options available through insurance and investment companies to determine programs best meeting needs of organization
- Processed monthly billings from insurance providers; reviewed for accuracy, codes and payment
- Managed annual open enrollment period during 4th quarter, prepared all communication
- Managed creation, transfer and resolution of electronic files related to enrollment and participation in benefit and retirement plans.
- Oversaw the 401(k) and retirement/savings plans, managed vendor performance, ensured compliance by meeting reporting and disclosure requirements, and managed internal and external audits
- Key contact point for all associate benefit inquiries

Human Resources Business Partner

- Manage and resolve complex employee relations issues. Conduct effective, thorough and objective investigations
- Provide day to day performance management guidance (coaching, counseling, career development, disciplinary actions)
- Provide HR policy guidance
- Work closely with management and associates to improve work relationships, build moral, increase engagement, productivity and retention

- Conduct on site visits with associates to gain a pulse on associate engagement and productivity

Chestnut Hill Hospital January 2012-April 2014

Human Resources Generalist

- Conduct all on-boarding activities for new employees and physicians
- Maintain human resources information system
- Recruitment for all levels of positions
- Organize and facilitate all monthly orientations
- Conduct exit interviews
- Counsel associates on disciplinary actions
- Manage all benefits administration

TEKsystems July 2010-January 2012

Human Resources Coordinator

- Conduct new hire orientation
- Audit new hire paperwork to ensure corporate and federal compliance
- Manage, review and approve timecards on a daily/weekly basis
- Act as liaison between clients and consultants

Skills

ADP, Cornerstone, Articulate, Storyline, Kronos, Ultipro, Taleo, Peoplesoft, iSpring

Education

Pennsylvania State University

Bachelor of Arts, Psychology