

HALEY J. PHILLIPS

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Experience

Ver Ploeg & Lumpkin, P.A. Miami, FL January 2014 – Present

Human Resources Director

- Handle all facets of employment from start to finish, including recruitment, new-hire training, maintenance of employee files, creating employee schedules, reviewing timesheets, approving PTO, and assisting with payroll
- Implement an open-door policy to hear and resolve employees' concerns and issues; administer disciplinary actions and make probation and termination decisions when necessary; report unemployment information to the Florida DEO; and enroll terminated employees into COBRA
- Mobilize all employee departments toward continually improving job productivity through comprehensive training and a collaborative work environment
- Responsible for employee benefits, including enrolling employees in the company's Health, Dental, Life, FSA, Disability, & 401(k) plans, updating any changes to enrollment, reviewing and paying monthly premium invoices, scheduling informational meetings with our brokers, and collaborating with our COO and brokers to decide on our plan renewals each year
- Conduct yearly performance reviews based on employee evaluations; purchase and deliver employee anniversary gifts; and coordinate professional holiday celebrations (i.e. Administrative Professionals' Day, Boss's Day)
- Plan staff outings, in-house CLE events, sponsorships, company holiday parties and other functions throughout the year
- Manage the day-to-day needs of the office; handle building-related requests, such as notices of work, HVAC problems, and janitorial needs; and field questions related to office equipment and supplies

The Hustead Law Firm Denver, CO January 2012 – December 2013

Human Resources Administrator

- Assisted with ensuring timely billing by tracking billable hours and holding employees accountable for late submittals
- Prepared payroll report for the Financial Administrator which included PTO, overtime, and attorney monthly bonuses
- Renewed insurance plans, enrolled employees, and entered any plan changes for Health, Dental, Life, GAP, and Professional Liability insurances
- Evaluated employees' performance and discussed with Managing Partner and Financial Administrator to determine bonuses and raises; conducted staff reviews
- Scheduled staff meetings and uploaded the minutes onto our shared network; coordinated all firm functions and prepared marketing materials for golf tournaments, seminars, and luncheons
- Maintained and updated office and equipment leases, IT contracts, and the law library; managed basic IT issues and coordinated with IT vendor to address the more complex problems through a ticketing system
- Ran conflicts checks, entered cases into billing software, set up cases on the shared network, and added cases to Equitrac server and postage machine; maintained case list of all open cases and status letter due dates for each case; communicated with attorneys and legal secretaries whenever status letters were overdue

Liesl Lighting, Inc. Denver, CO May 2007 – January 2012

Director of Operations/Sales & Design Assistant

- Bridged the gap between Sales and Operations by implementing better communication techniques and more effective procedures for closing sales, ordering product, and receiving inventory
- Worked directly with the President daily to develop methods of conserving company expenses in times of financial stress, including taking on accounting, reception, administrative, and IT duties when necessary
- Demonstrated loyalty, dependability, and efficiency in all tasks which led to multiple promotions and increased responsibility

EF International Language School Tarrytown, NY September 2006 – April 2007

Administrative Coordinator/Administrative Assistant/Resident Advisor

- Strengthened relations with International Sales Offices through timely correspondence and booking confirmations
- Ensured ACCET Accreditation by reorganizing all student files in a new database
- Improved office efficiency by assuming the duties of multiple positions

University of Miami Richter Library Coral Gables, FL April 2003 – January 2005

Student Technical Assistant

- Efficiently maintained a reliable system for logging tech support requests by creating a database using Microsoft Access
- Troubleshoot computer and printer issues in all departments and recorded completed work orders into the database

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Education

University Of Miami, Coral Gables, FL August 2002 – May 2006

Bachelor of Arts: Creative Writing; Minor in Motion Pictures

- George E. Merrick Scholarship Recipient
- Selected as Summer Intern for Quattro Media Management in Los Angeles, California: performed reception and administrative tasks; reviewed script submissions for creative content and grammatical errors; created promotional packages for use at press conferences, client meetings, and special events

Skills

- Experience creating and writing content for handbooks, databases, websites, brochures, and other marketing materials
- Proficient in Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Peachtree Accounting, Juris Accounting, Aderant Total Office, Timeslips, Equitrac, Copitrak, GRM Document Management, Filesite/iManage, Timeforce, Paycom, Paychex, iSolved HCM
- Experience with laws and requirements related to EEO, ADA, FMLA, ERISA, HIPAA, OSHA, FLSA, small and large Group Health Insurance
- Conducted research to amend and distribute annual insurance handbook for The Hustead Law Firm – *Surety Claims Specialist Regulation and Licensing: State-by-State Analysis 2013*
- Limited Working Proficiency in Spanish

Volunteer Work & Interests

Member of both the National and the South Florida Association of Legal Administrators, Family Resource Center Charity Bowling Tournament Team Leader, Chapman Partnership Volunteer, Susan G. Komen Race for the Cure Team Leader, Mercedes-Benz Corporate Run Team Leader, University of Miami Football & Alumni Events, Phoenix Beach Volleyball Member, Brain Food Book Club Member, Virginia Key Beach Clean Up Events

References

Available upon request