

Bethany Burke, SHRM-SCP

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Senior Human Resources Professional with 14 years of experience leading organizations' and their employees' hiring, payroll, benefits, and all other human resources processes, managing the development and modifications of processes and procedures to streamline organizational productivity and reduce lost time while without sacrificing quality. Innovative and dynamic, with an ability to proactively analyze current trends and best practices while mitigating issues and develop realistic short- and long-term solutions.

Professional Experience

SourcePoint | Delaware, OH

Human Resources Manager | January 2025-July 2025

- Managed HR department, including hiring and developing a new HR Generalist to cover full employee lifecycle events, payroll, and benefits
- Managed Volunteer department, including one employee and approximately 500 volunteers
- Negotiated lower pricing with Paylocity, enabling the organization to implement Recruiting and Performance Management modules at no additional cost.
- Coached managers and employees through employee relations issues, handled conversations and writeups when disciplinary issues arose, and completed terminations when necessary

Columbus Colony for Elderly Care | Westerville, OH

Human Resources Director | January 2024-October 2024

- Managed the entire employee lifecycle for around 100 employees, including all statutory and mandated compliance pieces of the onboarding, orientation, and termination processes.
 - Performed compliance audits, ensuring all employees have reviewed and signed all necessary documentation, including I9s, reference checks, background checks, medical tests/vaccines, and policy acknowledgements
 - Assisted with rollout of OnShift and final rollout of Workday, managing employee education, login assistance, and overview of systems and new processes resulting from the new systems.
 - Handled Section 125 benefits, including plan selection, open enrollment, 401k questions, etc.
 - Coached managers and employees through employee relations issues, handled conversations and writeups when disciplinary issues arose, and walked managers through the termination process when necessary.
- Managed HR strategic goals and planning for the 2024-2025 year, including ATB increases, culture improvements, and finding ways to encourage employee enthusiasm for the ASL learning process.

ScriptDrop, Inc | Remote

Human Resources Generalist | June 2021-September 2023

- Managed the entire employee lifecycle for around 85 employees, with 30-40 new employees and approximately 20 terminations per year.
- Created and analyzed ad-hoc and recurring reports using HRIS systems to monitor for errors, data mismatch, compliance, and to support management requests
- Sourced, interviewed, negotiated, and selected a new combined HRIS/Payroll system for the company, saving thousands of dollars a year by eliminating multiple applications and rolling them into one.
- Spearheaded implementation of Paylocity, including data collection and review, employee communications and training, and monthly "Paylocity 101" presentations to ensure company-wide utilization
- Performed compliance audits, ensuring all employees have reviewed and signed all necessary documentation, including I9s, confidentiality agreements, invention disclosures, and policy acknowledgements
- Processed bi-weekly payroll, handled all incoming requests (including child support, garnishments, employment verifications, etc.), and managed any employee questions or requests

- Handled Section 125 benefits, including plan selection, open enrollment, 401k questions, etc.
- Coached managers through employee relations issues, assisted with any disciplinary writeups, and participated in employee meetings when necessary

Random Acts | Remote

Senior Human Resources Coordinator (Volunteer) | Dec. 2019 – Dec. 2021

- Lead a team of three Human Resources Coordinators through coaching, trainings, and supervision
- Created onboarding packets for new hires to assist with the training process, increasing the retention rate for new volunteers approximately 30%
- Manage the onboarding process to streamline and enhance the efficiency of the process for both new hires and managers
- Provide appropriate support to ensure that all employees hired meet organizational needs and understand the full scope of their position requirements and expectations

Coughlin Automotive | Remote

Human Resources Project Manager | Dec. 2019 - March 2021

- Transferred benefits from paper to Selerix and Benselect, then to ADP, then to Paylocity single handedly for 15 FEINs to streamline the benefits process and increase employees' abilities to enroll and re-enroll in benefits quickly and easily
- Transferred payroll and HRIS from Paychoice to ADP and then to Paylocity for 11 FEINs
- Transferred all 401Ks from Nationwide to John Hancock, ensuring that all individual employee assets are accurately present (or have an appropriate equivalency)
- Overhauled and modified the onboarding process for new employees, enhancing its conduciveness for remote onboarding
- Spearheaded moving time cards from a paper system with Microsoft Excel spreadsheets and a great deal of room for error to an electronic system within Paylocity, saving significant amounts of time for both supervisors and Human Resources while reducing room for error

Human Resources Manager | Dec. 2011 - Dec. 2019

- Managed the recruitment, pre-hire, onboarding, and termination process for approximately 400 employees per year, providing specific, concrete information across all channels
- Created and analyzed ad-hoc and recurring reports using HRIS systems to monitor for errors, data mismatch, compliance, and to support management requests
- Directed the Section 125 benefit plans for new hire and COBRA enrollment for over 500 employees, ensuring that they receive all information in a timely manner so that they could make informed decisions
- Coordinated open enrollments benefit plan selection and rollout annually for over 500 employees, coordinating all information so that it could be disseminated to all individuals in a timely manner
- Processed all bi-weekly and monthly payroll for up to 19 FEINs, confirming accuracy in employee payments based on their individual contracts and employment information
- Supervised and executed unemployment claims, FMLA leave, and child support garnishments, maintaining privacy and confidentiality
- Assisted with the management of workers' compensation claims as well as with employee relations and resolving complaints in a timely manner
- Managed the transition from payroll, HRIS, and benefit managers several times independently, overseeing and completing the execution of the entire process
- Acted as the sole individual amongst 650 people completing all HR related tasks for the organization within expected deadlines while enhancing and streamlining processes, reducing time needed to complete tasks without sacrificing quality.

Core Competencies

Employee Orientation, Human Resources, Human Resources Management, Paylocity, Recruiting, Workers' Compensation, Microsoft Office, Employee Relations, ADP, Management, Supervising, Employee Onboarding, Training, Process Implementation, Workers' Compensation, FMLA, Unemployment Claims, Payroll, Technical

Writing, Document Maintenance, Revision, Customer Service, Compliance, SQL, Data Analysis, Data Analytics, Benefits Management

Education

Bachelors of Arts in Human Resources Management, Franklin University

SQL Essential Training, LinkedIn Learning