

Simone N. Scudder

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PROFESSIONAL EXPERIENCE

OLIVER WYMAN (A MARSH & MCLENNAN COMPANY)

Human Resource Specialist

New York, NY

May 2010 - December 2011

Key Responsibilities:

- ♦ Supported multiple business units globally to input and audit hundreds of global personnel transactions per month including, but not limited to: new hires, transfers, terminations, leaves of absence and pay adjustments
- ♦ Partnered with HR Managers at various locations globally to ensure all personnel transactions were within compliance standards and advised on HR policies
- ♦ Presented new hire orientations and processed new hire paperwork such as I-9s, tax forms, and FICA exemption for alien employees
- ♦ Assisted employees with benefits registration, company mandated training and payroll inquiries

CATERPILLAR INC.

Human Resource Generalist

Vance, AL

May 2007 – February 2009

Key Responsibilities:

- ♦ Facilitated benefits enrollment, assisted with claim reconciliation and maintained all benefits updates
- ♦ Reconciled timekeeping and maintained payroll records via Kronos
- ♦ Handled local recruiting activities, including creating job opening requisitions, interviewing, coordinating pre-employment testing, new hire processing and new hire orientation
- ♦ Continuously worked on employee engagement by administering employee opinion survey, creating and facilitating employee-led committees, implementing employee recognition program, creating facility newsletter and coordinating facility employee appreciation events
- ♦ Managed employee relations such as internal investigations, disciplinary actions and terminations
- ♦ Governed management members' adherence to federal, state and company policies

PeopleSoft Customer Support Representative

Peoria, IL

November 2004 – May 2007

Key Responsibilities:

- ♦ Inputted and audited personnel changes for HR Managers and Representatives.
- ♦ Provided PeopleSoft tool training and general Human Resource assistance to managers and employees
- ♦ Created training documents and participated in process improvement sessions to transition department's processes to new geographic location
- ♦ Provided on-the-job training and classroom training for new employees at aforementioned new location

EDUCATION

HOWARD UNIVERSITY — Washington, DC

B.B.A. Marketing, 2005

TECHNICAL SKILLS

Microsoft Excel, Word, Access, Powerpoint and Outlook; PeopleSoft; Ceridian; Lotus Notes; Kronos; Web based benefits data entry