

Bryan Manchester

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Summary of Qualifications

- Experienced specialist with expertise in staff training and development
- Extensive background in staff recruitment and retention
- Strong written and oral communication skills
- Knowledge of federal and state employment laws
- Computer Knowledge: Microsoft Office, HRMS, HRIS, HTML

Education

Northeastern Illinois University

Master of Arts in Human Resources Development- *GPA: 3.5/4.0*

Chicago, IL
May 2011

DePaul University

Bachelor of Science in Management/ Minor: English- *GPA: 3.8/4.0*

Chicago, IL
August 2006

Employment History

University of Chicago- Chicago, IL

September 2007-Present

Payroll/Benefits Administrator

- Train and explain the requirements of Student Payroll to new hired staff
- Assign, review, and evaluate the work of part-time employees
- Resolve problems in regard to various payroll issues, including paystubs and compensations
- Provide orientation and continued support to department employees regarding the use of Griz Time On-line
- Apply UM Personnel, federal and state regulations, policies, and procedures as they relate to student employment
- Provide front-line assistance to staff and faculty regarding benefits packages and payroll procedures

DePaul University- Chicago, IL

January 2003-August 2007

Student Service Specialist, Division of Academic Advising

- Provided high-level administrative support through assisting the Division of Education faculty with student advising on their academic progress
- Developed surveys and interview protocols focused on improving the Teacher Education Program
- Identified candidates ready for clinical field and practice placement
- Organized orientation for candidates and cooperated with student teachers prior to clinical field and practice placements
- Advised students on career opportunities as they progress through the Teacher Education program
- Conducted data analysis and submitted monthly reports

Volunteer Experience

Albany Park Community Center- Chicago, IL

Part-time ESL tutor

March 2007-present

- Teach English grammar, terminology, and intonation to ESL students
- Organize social and instructional activities to improve students' conversation skills.