

Hattie King

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Professional Summary

I am a motivated and detailed oriented HR professional with 2+ years of experience in fast paced environments. My creative problem solving and ability to learn quickly creates opportunities for team success and improvement.

Professional Experience

Human Resources Specialist, Cunningham Restaurant Group

February 2024 - Present

- Manage the entire onboarding process for all of CRG and thousands of team members in multiple states.
- Resolve onboarding coordination issues involving taxes, background checks, vaccinations, and work histories.
- Make employee changes such as wage increases, terminations, and off boarding.
- Manage payroll functions, including calculating employee paychecks, withholding taxes, and any other deductions, as well as maintaining accurate payroll.
- Balances the payroll accounts by resolving payroll discrepancies.
- Attend restaurant openings and orientations to ensure all team members have completed their required forms and are comfortable with the onboarding process.

Onboarding Specialist, MedaSource

September 2021 - Feb 2024

- Manage the entire onboarding process of thousands of consultants for various medical professions operating in multiple states.
- Lead new clinical program onboarding process and set company standard practices for verifying credentials.
- Coordinate information retrieval from multiple onboarding software systems and process information collaboratively with diverse team
- Resolve onboarding coordination issues involving taxes, background checks, vaccinations, and work histories.
- Train incoming recruiters on how to perform the onboarding process, use multiple platforms, and manage several client programs.
- Delivered training presentation at company-wide convention in best practices concerning onboarding documentation processing.

Delivery Manager, Herculean

May 2019 - September 2021

- Assessed current product stock, executed purchases orders to replenish upcoming supply requirements, and forecasted seasonal product demand needs
- Suggested future top selling new product and contributed to brainstorming new meal ingredients & combinations
- Planned and arranged product delivery to thousands of customers nation-wide
- Creatively solved new company issues in a start-up environment

Colts Cheerleader, Indianapolis Colts

March 2019 - January 2020

- Devoted weeknights to train & prepare for Sunday performances
- Contributed time to junior cheerleading clinics
- Volunteered abroad teaching young children dance

Education

Bachelor's of Fine Arts, Dance Performance

Anderson University | 2019