

Hattie King

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Professional Summary

I am a motivated and detailed oriented HR professional with 5+ 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

Onboarding & Offboarding 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