

Lori Radecki

Human Resources Business Partner

Los Lunas, NM - Email me on Indeed: [indeed.com/r/Lori-Radecki/7e50b584281da28d](https://www.indeed.com/r/Lori-Radecki/7e50b584281da28d)

Well rounded Human Resource professional, with expertise in; talent acquisition, benefits administration, employee relations, EEOC investigations, and systems implementations.

I am a data driven person who also thrives on building relationships, and providing exceptional service, while ensuring regulatory compliance and profitability.

I have worked in all types of environments; public, private sector, privately owned, and large corporations. My recruiting experience runs the gamut from high volume recruiting for call centers and manufacturing environments to executive head hunting.

WORK EXPERIENCE

Human Resources Manager

The Downs at Albuquerque - Albuquerque, NM - May 2013 to March 2014

Responsibilities

- Successfully staffed and on boarded over 200 positions for grand opening of new casino.
- Plans, directs and implements human resources activities including recruitment, employment, compensation, benefits, training, employee relations, and payroll.
- Process bi-weekly pay for a staff of Over 500 during live race, and over 250 team members off season.
- Advise and coach Directors and line level supervisors on proper procedures, government regulations and statutory requirements involving employee relations issues.
- Investigates, resolves, all employee grievances. Respond to EEOC complaints, attend mediations.
- Administer unemployment and workers compensation claims.
- Coordinates the development, documentation, and approval of all Human Resources program changes to establish a positive employer-employee relationship and promote a high level of team member morale
- Administer FLMA
- On board all new employees, conduct background checks, pre-employment drug screening.
- Conduct Trainings such as Employee orientation and responsible gaming
- Coordinate benefit enrollments
- Ensure open communication with team members
- Ensure all staff maintained proper licensing.
- Address Team members concerns
- Key all HRMS transactions for team members

Accomplishments

recruited and on boarded over 250 employees for the opening on a new casino

Skills Used

EEOC

FLMA

Workers Compensation

HRMS

Benefits

PRN- Government Contract Recruiter

Lovelace Respiratory Research Institute - Albuquerque, NM - August 2012 to March 2013

Source research professional for government contract positions.

- Build relationships with candidates and referral sources.
- Prescreen potential candidates.
- Research and develop pipelines of referral and recruiting sources.

Human Resource Generalist

Bernalillo County - Albuquerque, NM - September 2012 to February 2013

Evaluates positions to determine appropriate FLSA classification, status, salary range and pay grade levels based on internal and external job and market pay comparisons.

- Perform desk audits to ensure correct classification and salary
- Create salary surveys
- Evaluate candidates experience to determine appropriate salary offer
- Assists with preparation of cost analysis associated with pay adjustments and pay program initiatives.
- Gathers data and prepares survey questionnaires for participation in various external salary surveys.
- Assists in the administration of performance appraisal
- Produce salary surveys
- Audit HRMS keying
- Work on special project

Over 10 years of experience in Food and Beverage Management

- Seven year working as a deposit clerk, for Tower Records, in which I handle the daily cash and credit revenues, balanced the cash drawers, informed manager of inconsistency with procedures and prepared the armor truck pickup.

SOFTWARE AND SYSTEMS

Microsoft Office products including; Word, Excel, SharePoint, PowerPoint, Access, Outlook and Visio, Hodes IQ, Empath, Icisms, Neo Gov, AS400, Cognos, Infinium, Kronos Time Keeping, Tempware, Staff Suite, Volt Track, Basic Java Programming, PeopleSoft., Advantage, Oracle, Titanium Schedules, Blackboard, Maxhire, Peopleadmin, Talent Hook, Pay entry, Time Force.

Benefits and Recruiting Specialist

Nevada State College - Henderson, NV - December 2008 to July 2011

Responsibilities

- Primary human resource contact for the college's 250 + faculty and staff members, of which about 100 work remotely.
- Assisted in the implementation of new applicant tracking system. Reviewed system and recommended changes, conducted User Acceptance testing for new system, created the training materials and conducted campus wide training on the new system
- Advise manager's regarding employee issues, counsel and advise staff.
- Manage the on boarding process for all new hires, including student workers, adjunct faculty and fulltime staff.
- Conduct Benefit enrollment meetings
- Train the department's human resources liaisons on proper procedures and Federal and State regulations
- Oversees Student worker and temporary hires' payroll
- Manage the school's HRIS, enter and approve transactions,
- School's representative for Nevada System of Higher Education's HRIS committee, which works to improve the HRIS' design and reporting capabilities and assurance compliance with federal, state and regent requirements.

- Coordinate the school's strategic recruitment and selection plan. Develop on line postings and advertisements, train and advise search committees, identify potential recruiting and advertising sources.
- Partner with Business South, regarding with worker compensation claims, safety training and employee transfers and status changes.
- Review and track all FMLA request. Designed and implemented a database to track leave usage and compliance.
- Recommend and draft department policies and procedures.
- Informed Staff in changes to State and NSHE policies.

Corporate Recruiter

Harrhahs Entertainment - Las Vegas, NV - August 2006 to November 2008

Responsibilities

- Partner with Hiring Managers to determine talent needs throughout the company including the corporate office and over 40 properties.
- Executive Recruiting for operational roles across the company.
- Staff over 40, Director Level and above roles in less than 6 months.
- Network with potential candidates to educate them on opportunities within our organization.
- Built candidate pools using web based and other networking tools.
- Facilitated and analyzed candidate skills and cognitive assessments.
- Worked with the committee that designed, implemented and conducted Hiring Manager training.
- Participated in succession planning.
- Improve property recruiting process including hiring and on-boarding processes. Revamped their panel interview process and educated them on direct sourcing techniques.
- Chosen to review vendor selection for new applicant tracking system.
- Department lead for our new applicant tracking system implementation. Worked with applicant tracking system vendor to configure the new system to meet our specific needs.
- Conducted User Acceptance Testing for new applicant tracking system.
- Provided training to the corporate recruiting team for the new applicant tracking system.
- Coordinate candidate experiences while interviewing.
- Develop creative job descriptions to sell realistic and compelling positions.
- Maintain database of potential candidates.
- Conduct in-depth behavioral based interviews.
- Perform detailed reference checks.
- Arrange travel and lodging for out of town applicants.
- Received the Star Performer award for providing outstanding customer service.

Accomplishments

Staff over 40, Director Level and above roles in less than 6 months

Roll out of new HRMS System

EDUCATION

BS- Public Personnel Administration- In progress in Higher Education

Nevada State College - Henderson, NV

2009 to 2015

SKILLS

People soft, ADA, FMLA, EEOC, HRMS, HODES IQ, Excel, Powerpoint, Recruiting, Call Centers, Oracle, payroll, Kronos, Benefits

ADDITIONAL INFORMATION

SKILLS PROFILE

- Over 14 years of Human Resource Management experience including ADA, COBRA, FLSA, FMLA, EEOC, Workers' compensation, payroll, benefits, and systems.
- Employee relations and engagement
- Sales and Marketing, Cold Calling and Relationship Building.
- Experienced in implementation and process improvement of Systems; i.e., Applicant tracking systems, Calendaring systems, Payroll Systems, Time collection and leave tracking, assessment programs.
- Benefits Administration
- EEOC investigations
- Payroll auditing and processing
- Onboarding and employee engagement
- Data collection and analysis , Creating AD Hoc reports
- Government contracts and security clearances
- Call center and high volume recruiting
- Executive level recruiting
- Training and Presentations
- Creating AD Hoc reports
- Mail Merge, Pivot Tables,