

Elisa Kodros

Human Resources Manager

Plano, TX - Email me on Indeed: [indeed.com/r/Elisa-Kodros/7b44ed74a5eb82f2](https://www.indeed.com/r/Elisa-Kodros/7b44ed74a5eb82f2)

- Negotiated benefits plan for staff of 3 employees in a timely and cost effective manner.
- Developed and implemented payroll, employment, recruiting, and accounts payable / receivable processes.
- Designed, negotiated and implemented substantially enhanced employee benefits package that included Section 125 Cafeteria Plan (with Flexible Spending Accounts), 85% company subsidized medical, dental and vision plans, company-paid life and accidental death and dismemberment insurance, short term disability insurance, long term disability insurance, employee assistance program and employee paid supplemental life insurance.
- Created first employee handbook and managers' policy guidelines manual.
- Created and presented soft skills training, including performance management, sexual harassment, basic interviewing skills, behavioral interviewing skills, and a 2-day consulting skills training program.
- Identified and negotiated recruitment services agreements with over 30 external placement agencies specializing in highly compensated IT professionals with expertise in customer relations management (i2, Clarity), e-business (OnDisplay, Java), supply chain (Siebel), and ERP (PeopleSoft, Oracle, BAAN and SAP) applications.
- Developed, implemented, and managed ongoing fitness for work program.
- Prepared documentation, procured, and oversaw ongoing renewals of 40 visas (TN, H-1B and Green Card) for highly skilled IT professionals.

WORK EXPERIENCE

Human Resources Manager

HR Personnel Services. (Client: RailPros Field Services, Inc.) - Grapevine, TX - October 2016 to Present

- Responsible for all recruitment, onboarding, benefits administration, HRIS/Payroll interface, employee relations, State, Federal and Railroad regulation compliance and Human Resources training for this multi-state railroad safety services organization.
- Prepared all census data required for post-acquisition transition to new insurance broker.
- Conducted quarterly benefit eligibility analysis and open enrollment in accordance with the Affordable Care Act (ACA) requirements related to part-time and on-call personnel.
- Compiled census data, bid procurement and presented recommendations on benefit plan offerings and premium realignment for annual open enrollment.
- Personally recruited for all levels of personnel, including, but not limited to IT Manager, Flagging and Signal Inspection personnel, Accounting and clerical personnel, Sales and Marketing management personnel and Director/AVP level executives.
- Implemented and managed a comprehensive random drug and alcohol testing program for field personnel.

Human Resources Manager

HR Personnel Services (Client: RailPros Field Services, Inc.) - Grapevine, TX - October 2016 to Present

- Responsible for all recruitment, onboarding, benefits administration, HRIS/Payroll interface, employee relations, State, Federal and Railroad regulation compliance and Human Resources training for this multi-state railroad safety services organization.
- Prepared all census data required for post-acquisition transition to new insurance broker.
- Conducted quarterly benefit eligibility analysis and open enrollment in accordance with the Affordable Care Act (ACA) requirements related to part-time and on-call personnel.

- Compiled census data, bid procurement and presented recommendations on benefit plan offerings and premium realignment for annual open enrollment.
- Personally recruited for all levels of personnel, including, but not limited to IT Manager, Flagging and Signal Inspection personnel, Accounting and clerical personnel, Sales and Marketing management personnel and Director/AVP level executives.
- Implemented and managed a comprehensive random drug and alcohol testing program for field personnel.

Human Resources Manager

TRS Behavioral Care - Euless, TX - April 2013 to September 2016

- Served as first on-site Human Resources presence, responsible for recruitment, onboarding, employee relations, benefits administration, payroll, State and Federal Healthcare Agency compliance and Human Resources training for the Euless, Texas residential drug and alcohol addiction treatment facility.
- Provided support to local and regional management in the resolution of issues.
- Served on various "Tiger Teams" to develop and align the policies, practices, HR/Payroll systems, employee handbook and benefits for 12 distinct companies.
- Developed and presented HR training sessions on topics including but not limited to Behavioral Interviewing, Leaves of Absence, Hiring Process, and Employee Counseling and documentation.
- Developed and maintained Human Resources reports (turnover, employee data, etc.) for use by local, regional and corporate management. Provided analysis and recommendations on improvements.

Senior Human Resources Generalist

Frontline Source Group - Dallas, TX - 2012 to 2013

Client: Buffet Partners, LP)

- Responsible for coordination of all aspects of open enrollment, including, but not limited serving as first point of contact for employee population for information related to new plan offerings and open enrollment process, vendor and payroll interaction and problem resolution.
- Assist employees in the resolution of benefits issues and serve as liaison between benefit vendors and employee population (filing of claims for supplemental life insurance policies; correcting names, social security numbers, birthdates, etc.; research denied claims).
- Responsible for processing and managing Employee Leave of Absence Process and Work Related Injury Process. Work directly with Field Management, internal and external Payroll, Risk Management personnel and Benefit vendors to ensure efficient and timely processing of required paperwork and documentation.
- Responsible for conducting and documenting employee interviews related to employee relations and complaint resolution. Presentation of findings verbally and in writing to Director of Human Resources and Management.
- Responsible for providing support to Field Management and employee population on Company Policies and Employee Relations matters.
- Purging and complete reorganization of all Corporate Personnel and Benefit Files.

Human Resources Consultant

Self Employed - Dallas, TX - 2003 to 2012

- Developed employee handbook for California-based company.
- Met with benefits vendors to negotiate plans and premiums.
- Reviewed performance appraisals prior to presentation and conducted one-on-one training sessions with managers to revise appraisal content to better reflect actual performance and ratings.
- Assisted in developing an Employee Wellness program.
- Worked with managers to document and resolve complex, confidential employee relations issues including, but not limited to, substance abuse, job performance of director-level personnel, and falsification of time sheets and other company documents.

- Developed employee communications on topics such as impending layoffs, organizational changes, acquisitions, benefits changes, and other related open enrollment issues.

Manager, Human Resources and Administration

Crossbow Consulting - Dallas, TX - 2000 to 2003

Directed all human resources, recruitment, payroll, accounts payable and receivable for this Dallas-based start-up contract placement firm.

Selected Accomplishments

- Negotiated benefits plan for staff of 3 employees in a timely and cost effective manner.
- Developed and implemented payroll, employment, recruiting, and accounts payable / receivable processes.
- Assisted in identification and signing of new clients in a depressed market.

Human Resources Manager

Edison Group, Inc - Dallas, TX - 1997 to 2000

Supervised all employee relations, relocation, benefits, recruitment, soft skills training, immigration and special programs for national IT Consulting organization of 85 employees.

Selected Accomplishments

- Designed, negotiated and implemented substantially enhanced employee benefits package that included Section 125 Cafeteria Plan (with Flexible Spending Accounts), 85% company subsidized medical, dental and vision plans, company-paid life and accidental death and dismemberment insurance, short term disability insurance, long term disability insurance, employee assistance program and employee paid supplemental life insurance.
- Created first employee handbook and managers' policy guidelines manual.
- Developed HR forms, reports, and tracking mechanisms.
- Created and presented soft skills training, including performance management, sexual harassment, basic interviewing skills, behavioral interviewing skills, and a 2-day consulting skills training program.
- Identified and negotiated recruitment services agreements with over 30 external placement agencies specializing in highly compensated IT professionals with expertise in customer relations management (i2, Clarity), e-business (OnDisplay, Java), supply chain (Siebel), and ERP (PeopleSoft, Oracle, BAAN and SAP) applications.
- Developed, implemented, and managed ongoing fitness for work program.
- Prepared documentation, procured, and oversaw ongoing renewals of 40 visas (TN, H-1B and Green Card) for highly skilled IT professionals.

Senior Human Resources Generalist

First American Real Estate Information Services, Inc - Irving, TX - 1986 to 1997

Directed employee relations, relocation, unemployment administration, HR skills training, recruitment, soft skills training, and special programs for employee population of up to 2,200 nationally.

Selected Accomplishments simultaneously

- Served as member of 5 person team responsible for selection and implementation of HRIS system.
- Served as member of 6 person team responsible for the transition of 5 newly acquired companies into the First American system.
- Served as team leader of an 8 person team responsible for development and publication of personnel policy and procedures manual.
- Served as member of 2 person team responsible for the coordination of all activities related to design of and relocation to new corporate office facility.

- Directed relocation of 227 employees from Los Angeles to Dallas.
- Created and managed ongoing updates to 175 job descriptions.

EDUCATION

B.A. in Interpersonal Communications

University of California at Santa Barbara - Santa Barbara, CA

LINKS

<http://www.linkedin.com/in/elisakodros>