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| **Kamau (KC) Canton, MBA**  www.linkedin.com/in/kamaucanton | Cell: 707-319-1105 ▪ kamaucanton@outlook.com |

**HR Generalist | HR Administrator/Specialist**

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Solution-focused professional poised to transition formal education, training, and knowledge base into roles involving human resources management, development of business and people strategies, and advancement of change aligned with organizational vision and values. Versed in human resources best practices, with skills in recruiting, screening, onboarding, training, employee assessments, and confidential records management. Offer skill set that includes disciplinary guidelines, employment law, benefits administration, mergers and acquisitions, and strategic planning. Demonstrate exceptional interpersonal, collaborative, and communication skills. Recent recipient of MBA with Human Resources concentration.

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| * HR Policies & Procedures | * Job Analysis & Evaluation | * Recruiting & Staffing Strategies |
| * ERISA, FMLA, ADA, EEO | * Workers’ Compensation Processes | * Crisis & Safety Contingency Plans |
| * Performance Management | * Application Tracking System (ATS) | * Organizational Needs Assessment |
| * Diversity & Inclusion Practices | * Strategic Planning & Implementation | * Training Program Design & Delivery |

**PROFESSIONAL EXPERIENCE**

**Outstanding Care Agency, #1 HR Expert** – Ontario, CA March 2020-Present

**Human Resources Recruiter** (June 2020-Present)

Design comprehensive recruiting plans, execute innovative strategies, and employ diverse tools, techniques, and resources to attract top talent. Define recruiting goals, track progress, and measure success of recruiting and hiring process. Coordinate and advance college recruiting initiatives that build talent pipeline. Gather data to determine and calculate cost per hire and time-to-hire. Track recruiting processes, measure performance, generate reports, and maintain confidential records. Build powerful professional network comprised of contacts across industries, associations, trade groups, and social media.

* Conduct applicant screenings to evaluate, eliminate applicants falling short of basic requirements, and identify applicants with highest potential for success in position.
* Work alongside CEOs, directors, and hiring managers to gain insights, determine requirements, and accurately define role in preparing job descriptions.
* Interact regularly with leadership to address key issues and determine effectiveness of current recruiting plans to consistently remain on target.
* Anticipate future hiring requirements and develop pool of qualified candidates to quickly secure top quality candidates while controlling costs.
* Conduct research, identify and recommend new sources, and address active and passive candidate recruiting needs.

**Human Resources Intern** (March 2020-May 2020)

Worked closely with team to support overall recruiting and interviewing process. Utilized application tracking system to identify top applicants. Engaged in onboarding process to ensure new hires understood organization’s culture and expectations. Collaborated with team members in developing job descriptions. Contributed to employee investigation and termination processes. Gained insights and honed skills in review of employee handbooks, disciplinary guidelines, employment law, benefits administration, mergers and acquisitions, and strategic planning.

* Certified all I-9 forms and accurately entered new employee data into HRIS.
* Adhered to guidelines required to process Worker’s Comp claims, accidents, coverage, and illness/injury.
* Observed and applied COVID-19 guidelines in accordance with OSHA.
* Conducted research and prepared PowerPoint that detailed key factors associated with benefits package. Delivered presentation to CEO and business development manager.

**State of California** – Napa, CA 2014-Present

**State Support Service Provider**

Identified and resolved issue to support individuals with multiple special needs. Worked to increase independent living skills to 90% rate while providing in-home care. Interacted with key individuals at City of Napa and state regarding individuals’ medical and emotional needs. Documented, recorded, and maintained confidential personal information.

* Advocated and provided individuals with access to safe, high-quality services at county and state level.
* Worked collaboratively, utilized organizational skills, and identified resources to meet scheduling needs.
* Complied with rigorous laws related to reporting of suspected abuse.

**Frito Lay** – Concord, CA 2005-2014

**Senior Sales Representative**

Developed strong working relationships, strengthened brand image and reach, and grew revenue while promoting products across territory. Cultivated relationships that resulted in increased sales each year. Controlled product waste across all store accounts.

* Worked closely with store managers to negotiate equally beneficial revenue increasing product displays.
* Negotiated favorable terms and utilized upgraded handheld device system to write orders for store accounts.
* Devised and implemented strategies increased sales 105% per quarter.
* Innovated merchandizing strategies to ensure product line visual appeal to consumers.
* Controlled product wastage and consistently remained under 25% per year.

**Westin Hotel & Resorts** – Millbrae, CA 2004-2005

**Operations Agent**

Provided outstanding service, which included addressing and immediately resolving problems for guests to ensure complete satisfaction. Accurately performed bookkeeping activities, including balancing accounts and conducting audits. Adhered to safe work practices and consistently followed company policies and OSHA standards.

* Demonstrated value delivered by Westin Hotel & Resorts.
* Ensured excellence in all guest interactions. Promptly computed bills, collected payments, and made reservation changes.

**EDUCATION**

**Master of Business Administration (Human Resources Concentration)**

University of Phoenix – San Francisco, CA ▪ 2003

**Bachelor of Arts, Communications**

San Jose State University – San Jose, CA ▪ 2000

**PROFESSIONAL DESIGNATIONS & PROFESSIONAL DEVELOPMENT**

The Essentials of HR Law Certification Human Resources Concepts, Fred Pryor Learning Solutions

Licensed Foster Care Family Updated Federal/State Laws, Fred Pryor Learning Solutions

Human Resources Management Certification

**PROFESSIONAL ORGANIZATIONS**

Society for Human Resources Management International Public Safety Association

Fred Pryor Learning Solutions Organization Toastmaster’s International, Inc.

CalGovHR Organization

**VOLUNTEER SERVICES & RECOGNITION**

Volunteer, Expressions of Hope, Napa County, CA

Volunteer, Napa County Family & Foster Care Association, Napa County, CA

Volunteer, Veritas Christian Academy, Napa County, CA

Certificate of Achievement Children’s Full-service Partnership Award

**TECHNICAL SKILLS**

MS Word ▪ MS Excel ▪ MS PowerPoint ▪ MS Access ▪ Office 365

Google Drive ▪ Google Docs ▪ HTML ▪ MS 7 ▪ Adobe