

## HR/RECRUITING MANAGER

### Summary

Accomplished, results-oriented Human Resources Manager with 15+ years of experience providing innovative management solutions. Strong understanding of all labor laws, best practices, and employment rules and regulations. Proven to deliver excellent support services by encouraging employee engagement, promoting a positive work culture or environment, and applying excellent communication, interpersonal, leadership, and analytical skills. Authorized to work in the US for any employer

### Skills

- Proficient in ADP WorkforceNow and Paychex Payroll & HR Solutions HRIS applications.
- Recruitment and hiring
- Staff compensation
- Benefits, Needs assessment, Vendor relations
- Compliance
- Documentation, Processes
- Senior management, Procurement
- Team development, Research
- Leadership, Risk management
- Director, Staff development
- Managing, Staff management
- Training development
- Employee engagement
- Leadership development
- Team building and working collaboratively

### Experience

11/2018 - Current HR/Recruiting Manager , First Lutheran Church , Phoenix , AZ

- Collaborate with recruitment and senior management to achieve hiring goals.
- Supervised staff to ensure comprehensive knowledge of federal, state and local regulations, and conducting research to maintain up-to-date knowledge of relevant legislation and regulations, and promote compliance with requirements.
- Enhance team member performance through strategic and tactical approaches, motivational coaching and training on topics including effective prospecting, sales negotiations and presentation development.
- Evaluate and update compensation strategies to offer competitive employment packages and attract top-notch talent.
- Advise managers on organizational policy matters, including recruitment and compliance policies, and recommended needed changes.
- Establish measures to promote diversity and drive equal access to opportunity and advancement.
- Strengthen and enhance processes for managing complaints by leading thorough investigations into incidents and concerns.
- Analyzed compensation and benefits policies to develop modifications and establish competitive programs.
- Facilitated new hire onboarding by scheduling training initiatives, resolving issues and processing paperwork.
- Administer payroll, retirement-plan contribution tracking, health and welfare outsourcing.
- Conduct research to maintain up-to-date knowledge of relevant legislation and regulations, and promote compliance with requirements.

01/2011 - 10/2018 Business Manager/HR , Catholic Legal Immigration Network, Inc , City , STATE

- Managed full-cycle human resource operational activities to ensure maximum HR employee performance.
- Supported top talent identification processes by interviewing candidates and executing all HR steps, including onboarding, orientation and benefits.
- Actively worked with carriers and brokers to ensure services met the organization's needs, and provide oversight related to invoices and payments.
- Mitigated audit risk by optimizing compliance tools, identifying deficiencies and implementing corrective actions.
- Improved, revised, and communicated changes to policies and procedures.
- Developed and implemented a structured performance system to link employee performance to job descriptions and Catholic Legal Immigration Network, Inc. (CLINIC's) strategic plan.
- Assisted the Chief of Staff to establish and ensure the company achieved strategic plan objectives within the specified timelines.
- Planned, coordinated, and managed payroll activities associated with the semi-monthly payroll, including account reconciliations.
- Developed hiring and recruitment policies to drive a transparent and impartial hiring process for selecting candidates on the basis of merit and relevance with the job.
- Fostered culture of flexibility and acceptance by maintaining open communication with personnel, factoring team perspectives into new strategies.

09/2006 - 09/2010 Director of Administration , American Rivers, Inc , City , STATE

- Developed human resources strategic plans to support business plans for American Rivers.
- Provided organizational leadership and collaborated with executive partners to establish long-term goals, strategies and company policies.
- Supported onboarding of new employees by supplying key job information, including organizational policies, job duties, employment

benefits, and scheduling interviews.

- Administered payroll, retirement-plan contribution tracking, health and welfare outsourcing.
- Maintained deductions, payroll, and administration of benefits, including retirements, annuities, health insurance, life insurance, and dental insurance.
- Controlled personnel transactions and reporting of data using HRIS software (HR Online and iEmployee).
- Developed company cost information for new plans and made recommendations to management concerning sharing of cost between employer and employee.
- Wrote and oversaw standards, policies, and procedures for Performance Evaluation and Pay for Performance increments Compensation / Benefits Coordination.
- Monitored Workers' Compensation claims and collaborative work between employees and the insurance carrier, and tracked reported accidents.
- Conducted compensation analysis to benchmark salaries for new and existing positions.
- Supervised and coordinated activities of human resources staff, delegating tasks relating to employment, compensation and employee relations.
- Oversaw and coordinated the company's risk management programs, conducted separation agreements and notices, and maintained documentation for exit interviews and terminations.

04/1993 - 09/2006 Office Manager/Meeting Planner , Child Trends , City , STATE

- In this role, oversaw, customized, and communicated administration policies and procedures in compliance with state, federal, and local laws to senior management and managers.
- Provided support to human resources and proposal development departments.
- Verbally and in writing, trained employees on policies and procedures.
- Administered change orders ensuring legal and contractual compliance and dispute resolution for meetings, training and lease agreements.
- Supervised the receptionist/administrative assistant, ensuring practical internal and external phone and mail communications.
- Coordinated and performed over all administrative activities for office administration.
- Oversaw the facilities' maintenance, leases, and space negotiations, and internal and external office moves.
- Prepared proposals, participated in contract negotiations, oversaw contract administration, and handled customer interaction to provide proper contract acquisition and fulfillment services.
- Orchestrated meeting planning services focused on government client needs assessment, vendor relations, site inspection, cost analysis, set-ups, audio-visuals, speaker procurement, guest transfers, transportation, off-site entertainment, reservations, and menu selection for breakfasts, luncheons, and dinner buffets.
- Effectively supervised Meeting Assistants, exercising strong staff management and project leadership skills.

Education and Training

2011 Human Resources Calvert County Community College

1995 Undergraduate Strayer University

1995 Certificate in Information Systems , Business Administration University of Maryland University College

Accomplishments

- Created highly effective new Apprenticeship Program that significantly impacted efficiency and improved operations.