

## MANAGER, HR ANALYTICS

### Professional Summary

Thorough HR Generalist equipped with the analytical skills necessary to process a continuous influx of benefits applications and legal compliance forms. [Job Title] successful at helping new employees adjust to company culture and feel valued in their new roles. Driven [Job Title] bringing an innovative approach to human resource management while creating a team-driven environment that fosters room for development and growth. Thorough HR Generalist equipped with the analytical skills necessary to process a continuous influx of benefits applications and legal compliance forms. Creative [Job Title] dedicated to developing unique employee orientation and training programs that will generate a loyal and knowledgeable staff. Hard-working Human Resource Specialist who is highly efficient in time-critical situations. Skillfully prioritizes and manages all aspects of the payroll process. Dedicated HR professional with strong grasp of employment laws, compliance issues and benefits plans. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment. HR Generalist adept at managing long and detailed task lists on a daily basis. Conducts interviews and performs all recruiting functions in a professional manner. Forward-thinking HR Generalist highly effective at adapting to evolving market plans and the needs associated with company expansion. Understanding HR Generalist adept at managing a wide range of employee relations issues. Expertise in problem solving and mediation.

### Skills

- New employee orientations
- Compensation and benefits
- Termination procedures
- FMLA comprehension
- In-depth knowledge of HR Compliance
- Trained in FMLA/ADA/EEO/WC
- Project management
- MS Office proficient
- Knowledgeable in all HR Systems
- Society for Human Resource Management
- Professionals in Human Resources Association
- Team building
- Employee recruitment
- SharePoint Intranet software

### Work History

MANAGER, HR Analytics , 01/2010 to Current  
Danaher â€œ Boardman , OR

- Oversaw Affirmative Action and Equal Employment Opportunity program implementation, training, and compliance for more than 100 facilities across the United States.
- Supervised two direct reports.
- Designed comprehensive AAP strategy, including process flow timeline, annual and mid-year monitoring reports, and an online library of AA Resource information for all key stakeholders.
- Led onsite audits for the OFCCP (Office of Federal Contract Compliance Programs) and functioned as liaison between the agency and the company's US locations.
- Created guidelines for employment practices, applicant tracking, I-9 compliance, and Title VII anti-discrimination to minimize compliance issues.
- Worked closely with Business and HR partners as expert and assisted with EEOC complaints and related matters.
- Key Achievements Spearheaded and closed more than 40 audits (60% at desk stage) resulting in 100% compliance and zero financial penalties.
- Significantly reduced the risk of financial penalties by identifying and resolving errors during I-9 self-audits in multiple locations.
- Boosted Affirmative Action Plan (AAP) training attendance to the highest rate ever at 98%, by developing and delivering training modules in a new online format.
- Reduced risk for sanctions or penalties by ensuring online applicant tracking system and employment practices, such as hiring, development, promotion, and retention, aligned with OFCCP requirements.
- Contained costs by negotiating and reinstating service agreement with third party AAP vendor, ensuring continuation of services with no additional increase in fees.
- Identified areas for improvement in diversity efforts and AA placement by developing matrix to assess workforce composition.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Facilitated the criminal background check process for new hires.
- Managed the employee offer process with [Number] % at the exempt level.

ASSOCIATE MANAGER , 01/2001 to 01/2005  
Jockey International, Inc. â€œ Blowing Rock , NC

- Directed global initiatives, developed programs and other Generalist functions; managed one direct report and a budget of more than \$900,000.
- Determined employee development needs, counseled employees on work-related issues, managed employee relations matters, interpreted HR policies and advised field staff on application.
- Communicated changes regarding employment practices to ensure compliance with all company, federal, and state programs and requirements.

HUMAN RESOURCES SPECIALIST , 01/1998 to 01/2001

## Community Care Connections – Viroqua , WI

- Supported and managed various processes of the full life cycle of recruitment efforts, including job postings, applicant tracking, recruiting, screening, interviewing, and background checks.
- Facilitated new hire orientation and processed all new hire paperwork; served as initial point of contact regarding HR policies, benefits, and compensation.
- Coordinated production, storage, ordering, and distribution of 500,000+ print brochures and other promotional materials for on-site recruiting events.
- Key Achievements Recovered \$90,000 in misdirected or over-billed invoices through careful management of the payment process for US locations.
- Successfully launched new applicant tracking system (ATS), and trained HR community on its use.
- Ensured adherence to AA requirements by developing and monitoring compliance with Affirmative Action Plans at North Shore locations.

## HR Generalist , 01/1996 to 01/2010

### Quantitech – Silver Spring , MD

- Fortune 100 company and the second largest food manufacturer, with annual revenues of \$50 billion and 140,000 employees worldwide.

## ASSOCIATE MANAGER , 01/1996 to 01/2010

### Jockey International, Inc. – Bluffton , SC

- Launched company's first global diversity and inclusion training program in the US, Canada, Brazil, Germany, Mexico, and Latin America.
- Improved retention rate 25% by identifying for senior management the top reasons for employee turnover.
- Successfully on-boarded 100+ new hires by providing generalist support at manufacturing facility.
- Created consistent and EEO-compliant job group assignments by conducting internal audits of all US jobs and job titles.

## SENIOR HR ADMINISTRATOR / HR ANALYST , 01/1996 to 01/1998

### Advance Auto Parts – Falls Church , VA

- Functioned as initial point of contact regarding payroll, benefits, and other human resources matters.
- Prepared and presented executive summary of human capital information to executive leaders; developed workforce metrics and retention reports.
- Provided support for AA / EEO compliance system; processed plans and field reports.
- Key Achievements Boosted accuracy and rate of turnaround by streamlining the metrics reporting process.
- Improved method for tracking spending accounts which aided in meeting year-end projected budget.
- Coordinated efforts of more than 500 employees in company's annual food pack event.

## Associate HR Manager , 02/2003 to 04/2008

### Kraft Foods, Inc. – City , STATE

- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Built a comprehensive employee recruiting strategy.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Facilitated the criminal background check process for new hires.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Managed the employee offer process with [Number] % at the exempt level.
- Established and monitored employee pay scales.
- Offered fair and equitable compensation by comparing current salaries with market pay.
- Managed the employee rewards programs.
- Implemented the company's first sourcing tracking system.
- Conducted job analysis and job evaluations, resulting in quality job specifications.
- Audited workplace, employee and management policies and procedures.
- Conducted salary survey research for both exempt and non-exempt positions.
- Developed innovative new-employee orientation programs, including safety training.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRMS database.
- Promoted to [Job Title] within [Number] months.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.
- Processed unemployment claims and acted as the company representative at unemployment hearings.

## Education

B.A : Business Administration , 8 2003

TRINITY INTERNATIONAL UNIVERSITY - City , State

Business Administration Principles of Affirmative Action Certification â€“ PEOPLE CLICK, INC. June 1999 / May 2008 National Employment Law Institute (NELI) Equal Employment Advisory Council (EEAC) Society for Human Resource Management (SHRM) Human Resources Management Association of Chicago (HRMAC) Chicago Metropolitan Industry Liaison Group (Chicago Metro ILG)

- Organizational Training and Development seminar
- Continuing Education in [h](#)

#### Skills

agency, benefits, brochures, budget, Council, employee relations, senior management, financial, full life cycle, hiring, Human Resource, human resources, HR, Human Resources Management, Latin, Law, Office, 98, negotiating, payroll, policies, processes, promotion, promotional materials, recruiting, recruitment, reporting, strategy, employee development, composition, year-end