

MANAGER,HR TALENT ENGAGEMENT

Professional Summary

Accomplished Human Resources Professional proactive in meeting company issues head-on with a creative and innovative approach. Knowledgeable about changing industry and employment market demands. Expertise includes benefits administration, compensation structuring, recruitment and employee relations in both Union and Non-Union settings.

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Skills

- Equal opportunities facilitation
 - Compensation structuring
 - Labor negotiations
 - Recruitment strategies
 - Benefits administration
 - Workforce improvements
 - Payroll coordination
 - Company organization
 - New employee orientations
 - Termination procedures
 - FMLA comprehension
 - In-depth knowledge of HR Compliance
 - Trained in FMLA/ADA/EEO/WC
 - Knowledgeable in all HR Systems
 - Employee recruitment
 - Compensation and benefits
- Equal opportunities facilitation
 - Compensation structuring
 - Labor negotiations
 - Recruitment strategies
 - Benefits administration
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Work History

November 2017 - Current Manager,HR Talent Engagement | Iridium Satellite Llc | Tempe , AZ

- Drive and manage the new employee experience from onboarding and beyond.
- Developed and maintained strong working relationships with hiring managers to create a partnership that yields success, predictable results and credibility
- Support line managers in forecasting and planning their talent pipeline requirements in line with our businesses strategy.
- Help the business unit manager to provide employees with development opportunities and ensure that they are able to meet current and future performance standards
- Partnered with the Talent Acquisition team to develop strategies to source, attract, recruit and select top tier talent against defined criteria for assigned client groups within the company
- Utilized workforce metrics to identify trends and opportunities to work with leaders to effectively manage the workforce as well as used diagnostic and consultative organization design and development skills to assist in developing and identifying the next generation of leaders
- Contributed to the business strategy by helping business leaders to identify, prioritize and build organizational capabilities, behaviors, structures and processes
- Assist the leadership team to develop and implement workforce strategies that are consistent with organization's initiatives, comply with legal requirements, and promote positive employee relations
- Worked with the Talent and Development team to ensure a strong leadership and coaching culture permeates throughout the organization
- Effectively handle employee relations matters; responsible for proactively anticipating, identifying and resolving employee issues and conducting investigations as necessary; recommends approaches and solutions for all employee-related situations
- Partnered with leaders to provide counsel during reorganizations, restructuring, and downsizing workforce efforts in regards to Reductions in Force, Separation Agreements, Merit Based Increases Etc.

May 2016 - November 2017 Manager, Human Resources and Benefits | Bgc Partners | Falls Church , VA

- Managed recruitment for company staffing 12+ Departments at three site locations; manage Applicant Tracking System
- Overhauled New Hire Benefit Orientation process and conduct orientations 3x weekly.

August 2015 - May 2016 Human Resources Generalist | Bayada Home Health Care | Hughesville , PA

- Sole recruiter for company staffing 12+ Departments at three site locations; manage Applicant Tracking System
- Overhauled New Hire Benefit Orientation process and conduct orientations 3x weekly
- Work with benefit system specialist to ensure proper functioning of eligibility files, secure FTP files, demographic changes and all payroll instruction files; update/change eligibility rules and file layout specifications
- Create all benefits communications and announcements for company-wide distribution
- Coordinate with various union and welfare funds on benefit inquiries for the 400+ union employee population on specialized benefits platform

- Work collaboratively with all levels of executive management ensuring recruitment needs are met
- Administer monthly benefits billing; ensure timely payment to all carriers.

October 2013 - August 2015 Benefits Administrator | Ensign Energy Services | Midland , TX

- Administered and coordinated operations of health and welfare benefits including but not limited to medical, dental, pharmaceutical, disability, life insurance, FSAs, COBRA, 401(k) plans, employee stock purchase plans, and other voluntary benefit plans
- Generated audit reports for HR Department concerning new hires, terminations, title and salary changes, billing reports and employee trend reports for metrics
- Conducted extensive benefits orientations on a weekly basis for all new hires including travel to Dealertrack offices for on-site trainings cross-country
- Manage account relationships with benefit plan vendors Implemented benefit communications strategies
- Developed corporate wellness programs to optimize health and productivity of all employees.

August 2011 - October 2013 Benefits Associate | Physician Affiliate Group Of New York | City , STATE

- Processed benefit paperwork for health insurance, life insurance, retirement plans, FSAs and FMLA
- Conducted new hire benefit orientations
- Oversaw the acquisition of several medical groups under the VP, Human Resources in July 2011
- Responsible for updating and maintenance of all benefit carrier and HRIS systems
- Supported Department with open enrollment; generated communications concerning changes to current or new plans.

October 2010 - August 2011 Human Resources Assistant | New York Medical Alliance | City , STATE

- Facilitated recruitment and on-boarding of new employees
- Maintained personnel and benefits files
- Prepared budget and approved employee expenses; worked closely with finance department to furnish employee checks for expenditures
- Served as liaison to department heads regarding employee relations Implemented and processed physician quarterly surveys.

May 2008 - October 2010 Building Services, Administrative Assistant | New York City Department Of Education | City , STATE

- Prepared budgets and approved budget expenditures.
- Coordinated meetings and created employee work schedules.
- Sustained proper functioning of school building.

Education

05/2008 Bachelor of Science : Business Administration Marketing Philosophy LeMoyne College , City , State Business Administration Marketing Philosophy

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Minor in Philosophy

Systems

Microsoft Office Suite, ADP HR/Payroll (Work Force Now/Epay), PeopleSoft HR Systems, Work Day HR Systems, SAP HR Systems, Oracle Systems, Concur Expense Management System, Applicant Tracking Systems (ATS), InfinityHR System, Google Apps for Business, Adobe Photoshop, SharePoint/Communications Software

Certifications

Korn Ferry Leadership Architect Certification

Certificate in Conducting Lawful Workplace Investigations Seminar