

HR & TRAINING & DEVELOPMENT COORDINATOR

Summary

Motivated business professional with a talent for quickly mastering new software and systems. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent guidelines. Flexible and versatile able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrives in deadline-driven environments. Excellent team-building skills.

Highlights

- Excellent interpersonal and coaching skills
- MS Office
- Strategic thinker
- American Society for Training and Development
- Exceptional communicator
- Understands various learning styles

Experience

Achievement House & Nci May 2014 to Current HR & Training & Development Coordinator
Paso Robles , CA

- Analyzed each departments training needs and developed new training programs based on the analysis.
- Planned and led training programs on staff development.
- Designed training modules that implemented strategic business practices and organizational behavior training concepts.
- Effectively trained instructors and supervisors on techniques for managing employees.
- Presented training information via role playing, simulations and team exercises.
- Mentored team members to succeed and advance within the department and company.
- Delivered training material to a diverse audience of both blue and white-collar professionals. orientations.
- Facilitate New Hire Orientations

Aflac January 2013 to May 2014 HR Manager & Finance Manager
Chicago , IL

- Provided HR support to over 200 staff, musicians and stagehands.
- Facilitated new hire orientations.
- Maintain employee files and IRS processes to remain in compliance.
- Liaison to third party benefit firms.
- Prepare spreadsheets to capture daily deposits from Box Office.
- Processed pledges and donations for billing.
- Processed A/P and Payroll.
- Processed stock transactions.
- Created financial reports.

Dartmouth College October 2008 to January 2013 Bookkeeper
Hanover , NH

- Processed all accounts payable.
- Maintained financial records.
- Provided customer service to vendors.
- Reconciliations of over 10 vendor accounts.
- Provided Customer Relations.

Mfa Oil December 2007 to October 2008 SAP Business Analyst Tester
Lonoke , AR

- Audited order management processes in SAP for various business divisions within International Paper.
- Tested work step instructions according to the development designs for individual business divisions to validate accuracy.
- Trained employees for the implementation of SAP after validation of accuracy.

MEMPHIS AREA TEACHERS' CREDIT UNION November 2005 to December 2006 Accounting Specialist II
City , STATE

- Responsible for the processing of A/P for all 15 credit union branches.
- Daily balancing of all official checks and money orders for all 15 branches for the prior day transactions.
- Executed General Ledger entries and entered Journal Vouchers into Summit Accounting System.
- Processed IRA withholding bi-weekly.
- Assisted Accounting Department with month-end close.

International Paper February 2003 to September 2005 Financial Account Specialist
City , STATE

- Internal audit on key customer accounts to validate the distribution of rebates and commissions.
- Provided customer service to internal Field Salesmen and external customer account holders.
- Provided attention to detail by researching commercial vendor accounts for deductions.
- Collected payment for unearned discounts taken.

International Paper December 2000 to February 2003 Inventory Accounting Specialist
City , STATE

- Lead over annual physical inventories of 8 locations throughout the country that store paper for International Paper.
- Demonstrated attention to detail by tracking inventory movement in the system from Paper Mills to Warehouse and then as ordered by customers.
- Daily balancing of all transactions to ensure inventory control.
- Reconciliation of physical inventories.

International Paper October 1998 to December 2000 Financial Service Rep II
City , STATE

- Provided attention to detail by auditing gate logs of contractors working at Paper Mills.
- Comparing contracts for each contractor to ensure agreements are followed according to each individual's contract.
- Provided internal customer service to the Paper Mills and external customer service to Contractors.
- Weekly meetings to provide a status update with team leader.

International Paper October 1998 to December 2000 Financial Service Rep I
City , STATE

- Provided attention to detail by auditing gate logs of contractors working at Paper Mills.
- Comparing contracts for each contractor to ensure agreements are followed according to each individual's contract.
- Provided internal customer service to the Paper Mills and external customer service to Contractors.
- Weekly meetings to provide a status update with team leader.

Education

Bethel University 2013 B.S : Business Management and Organizational Development City , State , USA GPA: Summa Cum Laude

Summa Cum Laude

Skills

- SAP
- Report Preparation
- Written Correspondence
- Orientation
- Employee Relations
- Microsoft Office
- HR Policies & Procedures Training & Development
- Accounting/Bookkeeping
- PeopleSoft
- Professional Presentations

Professional Affiliations

ASTD- American Society for Training and Development

Berryhill Farms Homeowners Association- President