

HR BUSINESS PARTNER /ADMINISTRATIVE CONSULTANT

Summary

Human Resource Business Partner with 10-years background in employee management, hiring, training and benefits. Highly detail-oriented and organized.

Highlights

- New-Hire Orientation
- Training and development
- Compensation/payroll
- Employee relations
- Personnel records maintenance
- Affirmative Action -EEO -1 compliance
- Contract Negotiations & Review
- Policy/Procedure Dissemination
- PeopleSoft (HRIS)
- SAP Accounting
- JD Edwards
- E-Verify(I-9)
- WorkBrain
- Microsoft Office
- AS/400
- E-Pro
- AVista Reporting

Experience

HR Business Partner /Administrative Consultant , 01/2012 to Current Sax Arts & Crafts i¼ Los Angeles , CA

- Researched and located commercial entities for clients to develop their business
- Restructured the hiring process by informing manager of cost savings of contract workers this in turn decrease the cost of hiring by 80%
- Cut lost of production by implementing new attendance and vacation policies

Senior Accounting Clerk/ Human Resource Representative/ Benefits Administrator , 01/2000 to 01/2014 Rock Tenn. LLC i¼ City , STATE

- Managed human resources concerns including the coordination of professional development, maintained personnel files; processed payroll; and ensured local, county, state and federal compliance
- Installed new payroll system hardware and software to ensure plant compliance saving company the cost of interplanting technical services
- Participated and served in a wide range of accounting functions, including general accounting, journal entry preparation, general ledger, payroll, reconciliation, budgeting and financial statement preparation and reporting
- Trained office staff regarding new procedures in the areas of accounting, payroll and benefit Kiosk system
- Facilitated Short-Term Disability, Family Medical Leave, and Leave of Absence forms for management which led to increased production, ensuring plant manager to continue with floor production
- Redesigned and implemented more effective plant procedures regarding bidding documentation and completion of purchase orders which led to a decrease in processing time of two days
- Provided analysis and data to management regarding employee attendance, call offs, excessive overtime, promotions and terminations
- Conducted Open-Enrollment Benefit meeting, processed benefits, and ensured the accuracy of all documentation pertaining to health and wellness files
- Shepherded employees through the on-boarding process
- Conducted departmental meetings to enhance communication and obtain feedback regarding training needs, safety concerns and compliance of company policies

Contract Coordinator , 01/1998 to 01/2000 AmeriSource Corporation i¼ City , STATE

- Created periodical reports for the National Contracts department disseminating project status and key performance indicators
- Provided support to diverse operational areas including accounting, sales, customer service, and treasury departments
- Interfaced with contract managers and bid coordinators regarding the processing and settlement of contract pricing
- Improved timely vendor relationships and maintained a proactive approach to account intervention and problem resolution by ensuring monthly correspondence
- Answered employee questions regarding company benefits and FMLA
- Conducted new employee orientation to foster positive attitude toward organizational objectives. and resolved any issues.
- Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Education

Bachelor of Science : Human Resource Management Franklin University i¼ City , State , US Franklin University, Columbus, OH Bachelor of Science in Human Resource Management

Bachelor of Science : Accounting Franklin University i¼ City , State , US

Bachelor of Science in Accounting

Associates of Science : Business Administration Community College Allegheny County i¼ City , State

Associates of Science Business Administration

Affiliations

The Ladder

The M.A.R.K

Career Transition Institute

Women's Life

Certifications

- Microsoft Office Specialist
- Train the Trainer Certification
- PeopleSoft HCM
- E-Procurement

Skills

Accounting, Benefits, Budgeting, Clerk, Disability, Documentation, Family Medical Leave, General Accounting, General Ledger, Health And Wellness, Human Resources, Journal, Leave Of Absence, Payroll, Purchase Orders, Reconciliation, Short-term Disability, Technical Services, Terminations, Training, Clients, Hr, Contracts, Correspondence, Customer Service, Including Accounting, Pricing, Proactive, Problem Resolution, Receptionist, Retail Sales, Sales, Self Motivated, Contract Administration, Contract Negotiations, End User Training, Government Contract, Hr Information System, HRIS, Jd Edwards, Learning Center, Learning Centers, Mathematics, Microsoft Office, Ms Office, Office Administrator, Office Management, Peoplesoft, Procurement, Project Management, Sap, Staff Training, Human Resource Management