

HR COORDINATOR/SAFETY COORDINATOR

Summary

Efficient Human Resources Coordinator with expertise in developing and implementing HR plans and procedures smoothly and with little guidance. Looking to expand knowledge in the field by obtaining a PHR Certification, and would also like to channel previous Project Management Skills by working towards a PMP Certification.

Skills

Microsoft Office Applications, UltiPro (Ultimate software) backoffice and portal, UltiPro Time Management, Silkroad Onboarding, Jobvite onboarding, Docusign, Smartsheet, Project Management, OneNote

Experience

HR Coordinator/Safety Coordinator 03/2016 Cyph Medical Center Plattsburgh , NY

HR Responsibilities:

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- Administrative tasks such as: making and filing employee personnel and benefit files, issuing security badges, collecting new hire benefits forms, filing miscellaneous employee items, and pulling documents for other members of the HR team
- Provide employee support for roughly 1400 employees by being the first point of contact in regards to benefits, events, policies, and laws
- Coordinate onboarding process from the time of offer, until the first day of work
- Educate employees on new hire benefits enrollment
- Data entry for new hire benefits and life event enrollments/changes
- Enter and maintain 401k contribution changes
- Help edit documents for new hires and existing employees such as: open enrollment guides, healthy lifestyle guides, and other communications
- Assist the HRIS Administrator with audits, customizing the onboarding portal, reporting, online open enrollment session testing, etc.
- Update the presentation for the New Employee Orientation, and provide copies for the attendees
- Implemented a new timekeeping system for hourly employees, created training manuals, and held multiple training sessions for employees and managers at several branches
- Currently on the implementation team for a new onboarding system and ATS.

Safety Responsibilities:

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- Coordinate all drug testing with the exception of pre-employment. i.e. post-accident, random drug testing, follow-up drug testing and CCS worksite drug testing
- Submit negative drug tests and necessary forms to obtain CCS cards for employees
- Coordinate the new driver submission process and maintain 700 driver records
- Responsible for upkeep of all DOT driver files, some of which are CDL certified drivers
- Generate reports and create templates for distributing monthly safety statistics for the Senior Leadership Council
- Process worker's compensation claims
- Currently using docusign as an administrator to reconcile findings of a company sponsored DOT audit
- Process invoices from clinics

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Project Coordinator 06/2014 - 1/4 Current Windstream Communications City , STATE

- Responsible for approximately 100 Enterprise/Major Account circuit installation projects at one time.
- Track each order daily and follow up with overdue tasks.
- Communicate all updates on projects to the customer and sales.
- Act as primary liaison for communication between internal groups.
- Coordinate meetings, conference calls, and assist in research for solutions to issues.
- Responsible for scheduling various tasks for on-site install and activation services.
- Forecast revenue goals for each month on an individual and team basis.

Human Resources Assistant 09/2013 - 1/4 04/2014 Belmont Abbey College City , STATE

- Responsible for processing new hires and onboarding.
- Managed new enrollments, changes, terminations of all benefits.
- Worked with the Financial Aid office to recruit students and staff work study positions on campus.
- Responsible for maintenance of all personnel files including electronic and physical files.
- Assisted in the recruiting and application process.
- Answered general human resources questions for all levels of employees including executive, faculty, staff, and students.
- Completed all employment verification requests.
- Sat in on termination meetings and delivered severance packages.
- Responsible for offboarding procedures.

Education and Training

Franklin Covey - Presentation Skills City , State

The Employer's Association - EEOC City , State

The Employer's Association - Wage and Hour City , State

The Employer's Association - FMLA/Worker's Comp/OSHA City , State

2013 Bachelor of Arts : Belmont Abbey College - Business Administration Information Management Systems City , State Business Administration
Information Management Systems
Franklin Covey - Project Management City , State