

HR REPRESENTATIVE

Professional Summary

Decisive Human Resources Representative performs highly responsible personnel management duties requiring advanced personnel skills and techniques in major functional areas of HR. Establishes and maintains effective working relationships with various operating units to effectively accomplish recruitment, employee records, benefits and management development and training tasks. Consistently exercises initiative and independent judgment and skilled at building and managing interpersonal relationships at all levels to objectively coach employees through complex, difficult and emotional issues.

Skills

- Talent management
- Wages and salary
- Benefits and compensation
- Training development
- Candidate Sourcing
- File and records management
- Recruitment
- Team Building
- Pre-Employment Screening
- Data management
- Self-motivated professional
- First Aid/CPR
- Computer proficiency
- Teamwork
- Planning and Coordination
- Maintenance & Repair

Work History

HR Representative , 12/2015 to Current

Post Holdings â€“ Sulphur Springs , TX

- Inputs corporate employee new hire, position management change (transfers, promotions, etc.), and termination data in HCM systems (PeopleSoft and Oracle Fusion) and maintains matching physical and electronic employee files.
- Works closely with business units to assure that all documentation required for new hires, transfers, promotions, terminations, and status changes in accurate and complete.
- Creates and generates reports, as needed.
- Responds to employee benefit inquiries and coordinates with HR Director and/or Benefits team on more complex issues.
- Also responds to HCM/employment data inquiries and coordinates with corporate payroll and benefits departments accordingly.
- For assigned requisitions, assures that appropriate approvals are obtained prior to beginning coordination of recruitment process then prepares recruitment advertisements and deploys per department need.
- Acts as point of contact for all recruitment inquiries and ongoing candidate interactions related to assigned requisition(s).
- Recruitment activities may include, but are not limited to: providing hiring manager/business unit with received resumes and applications; conducting phone screens and/or in-person interviews; maintaining the applicant database and updating the Applicant Tracking System (Taleo) in a timely manner; facilitating the electronic offer process; initiating pre-employment background and drug screens; and following up with vendors to secure pre-employment background and drug screen results.
- Helps to maintain policy and employee handbook documents; as updates are made, disseminates/posts current policies as required.
- Manages employee awards, including service awards and other recognition programs.
- Ensures certificates and printed and distributed timely and per program guidelines.
- Administers and processes STD/FMLA and other leaves of absence for corporate employees.
- Provides employment verification information for outside sources, as per company guidelines.
- May also provide information and answer questions related to employee HCM data for worker's compensation and unemployment purposes.
- Coordinates relocation documents and reimbursements across all of Equity Residential.
- Collects employee relocation agreements and maintains spreadsheet to track reimbursement amounts issued to date; ensures that maximum relocation amounts are not exceeded.
- Responsible for timely submission of invoices to be charged to the corporate HR budget.
- Also prepares and submits travel and expense reports for corporate HR leaders, in compliance with company policies.
- Involved in the planning and communication of corporate employee events, including monthly employee appreciation activities to benefits-related on-site screenings.
- May also assist the Conference Services Director with larger employee events, such as the annual holiday luncheon/raffle and summertime picnic.
- Acts as a liaison for HR, relaying and disseminating accurate information whenever possible to internal departments.
- At times, may serve as point person for Corporate HR on system testing, system updates, and implementation of new programs, modules, and/or processes.
- Interfaces between employees, visitors, and outside contacts.
- Benefits Liaison between employees and benefit vendors.
- Answer any benefits questions employees might have from enrollment, to change in family status to termination.
- Partners with Corporate HR Director on administration of Equity's corporate internship program.
- If HR sponsors an intern, may supervise intern activities and assignments.
- Types general correspondence, memos, and letters.
- Composes letters and memos, as requested.
- Independently responds to and/or initiates routine correspondence with all involved persons.
- Creates and maintains various spreadsheets and reports (i.e.

- Turnover, social security, etc.).
- Worked closely with functional experts in HR to optimize and shape programs for needs of client groups.
- Collaborated with entire human resource department to discuss new ways to recruit top talent.
- Maximized team knowledge and productivity by training, monitoring and directing employees in application of best practices and regulatory protocols.
- Maintained employee files and delivered tracking system to identify trends and issues and process HR transactions in Google and Fusion.
- Answered employee inquiries regarding health benefits and 401k options.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Conserved time and improved workflows by handling special projects and emergency solutions.
- Liaised between management and employees to deliver conflict resolution, alleviate problems and interpret compensation and benefits policies.
- Analyzed issues and employed improvement processes.
- Improved customer service rankings by quickly resolving issues to improve overall satisfaction.
- Provided troubleshooting and technical assistance in use of PeopleAdmin system.
- Completed projects on time and under budget while resolving complex issues for senior leaders.
- Performed timely project management within budget constraints for issues regarding executive leadership.
- Oversaw and managed hiring process and assisted human resources.
- Addressed employee conflicts with appropriate urgency, following all corporate procedures.

HR Coordinator , 04/2008 to 12/2015
Ascension Health â€“ Johnson City , NY

- Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.
- Reviewed and corrected job offer letters for completeness and accuracy before approving delivery.
- Edited job position announcements before authorizing post.
- Explained employee compensation, benefits, schedules, working conditions and promotion opportunities.
- Hosted and organized onsite flu shot clinic to protect workers, reduce seasonal flu transmission and decrease absenteeism and loss of employee productivity caused by illness.
- Completed background and reference checks to facilitate hiring and onboarding of employees.
- Collaborated with curriculum coordinator on annual updates of staff handbook.
- Completed employee employment verifications and unemployment paperwork prior to hire or termination.
- Conducted background checks on candidates by obtaining information from law enforcement officials, previous employers and references.
- Captured key feedback from employees during exit interviews.
- Supported human resources staff with new hire orientations and monthly departmental meetings.
- Reviewed human resources paperwork for accuracy and completeness.
- Supported HR functions with emphasis on record keeping, data entry and general HR tasks.
- Addressed and resolved general payroll-related inquiries.
- Maintained human resources information system and kept employee files up to date and accurate.
- Coordinated complex travel schedules, accommodations and trip logistics for candidates and executives.

HR Administrative Assistant , 05/2006 to 04/2008
Bristol Hospice â€“ Atlanta , GA

- Filed paperwork, sorted and delivered mail, and maintained office organization.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Managed employee exit interviews and paperwork.
- Maintained and scheduled complex calendars.
- Recruited and screened qualified potential employees.
- Recruited and hired qualified candidates for vacant and new positions.
- Assisted with on-boarding process of all new hires in our corporate office in Chicago and our regional office in Augusta, GA.
- Assisted with meetings and presentations within company.
- Efficiently delivered personnel information to management for speedy corrective action.
- Sparked productivity by setting itineraries and scheduling appointments.
- Set up orientations and initial training for new employees.
- Converted employee status from temporary to permanent.
- Helped employees register for benefits programs using online portals.
- Processed documentation for employee actions such as new hires, grievance resolutions and terminations.
- Compiled employee records from individual departments to maintain central files.

Human Resource Intern , 08/2005 to 05/2006
Echo Global Logistics â€“ Overland Park , KS

- Filed paperwork, sorted and delivered mail, and maintained office organization.
- Helped with employee unemployment and I-9 forms to support compliance procedures.
- Maintained relationships with personnel using strong collaboration and teamwork skills.

- Developed strong written and verbal communication skills.
- Took messages and provided information about company processes, hours and requirements.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment related events.
- Worked with HR team to coordinate company events.

Education

Bachelors of Arts : Human Resource Management , 05/2007

DePaul University - City , State

National-Louis University - City , State

Dean's List Award 2001-2003

Additional Information

Fluent Spanish Speaker