

SENIOR HR GENERALIST

Summary

SENIOR HUMAN RESOURCES GENERALIST Senior Human Resources Generalist offering 6 years in human resources. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training & Development, HR Policy and Strategic Planning.

Highlights

*Staffing and recruiting professional * Off-boarding *Employment law knowledge * Benefits administrator *Interviewing expertise * Employee relations ADP Enterprise EV5 *Paychex *MS Office: Word, Excel, PowerPoint

Accomplishments

- Aligned employee compensation with company strategy, resulting in controlled compensation costs and pay equity.
- Implemented company E-Learning Program, which resulted in employee professional development and HR compliance.
- Assisted HR team with the implementation of the HRIS system to improve management of tracking relations issues, leaves, corrective actions and unemployment.
- Trained HR staff and temps on ADP HRIS system and payroll process.
- Assisted with the implementation and tracking of company safety/emergency evacuation program.

Experience

Senior HR Generalist

October 2013 to Current Wipfli Llp - Sterling , IL

- Responsible for managing all HR operations and strategies within the company.
- Ensures HR initiatives are strategically aligned with the company's short and long-term goals.
- Created and implemented the exit interview program process.
- Areas of oversight include planning, implementing and administering Human Resource Programs, employee relations, recruitment, retention, training and development, performance management, compensation, payroll and benefits administration.
- Oversee performance management including disciplinary, exit interviews and managing HR records.
- Process all new hires, benefits orientations, termination and payroll paperwork ensuring compliance with applicable laws and regulatory mandates.
- Monitor unemployment claims by reviewing claims, providing documentation, and coordinating responses with management.
- Manage benefits, including, open enrollment, plan renewal discussions with broker, invoice auditing, and COBRA administration.
- Created and modified job descriptions within all departments.

Human Resources Coordinator

March 2012 to October 2013 Erickson Living - Glen Mills , PA

- Coordinated and scheduled drug testing and background checks for new hires.
- Monitored unemployment claims by reviewing claims, providing documentation, and coordinating responses with field administration.
- Entered I-9 documentation daily into E-verify.
- Conducted new hire orientations for Support Center employees by ensuring new hire packets were accurately completed and company policies were reviewed.

Manager-Trainee

April 2011 to March 2012 Autozone, Inc. - Wind Gap , PA

- Rotated through four departments, gaining merchandising and sales experience.
- Supervised the Front-End by standing-in as Assistant Front-End Manager or Head Cashier, whenever necessary.
- Successfully completed a comprehensive three month Manager-Trainee program, which enabled me to enhance my customer service and managerial skills.

Human Resources Manager

March 2006 to October 2009 Airbus Helicopter - Menlo Park , CA

- Assisted with directing and carrying out policies relating to all phases of personnel activity.
- Enrolled all employees in their respective insurance plans.
- Maintained record of insurance coverage, 401(k) plan, and personnel transactions, such as hires, promotions, transfers, and terminations.
- Prepared accident/incident reports for insurance carrier.
- Compiled, entered, and processed payroll information to produce accurate paychecks for approximately 150 employees; responsible for all payroll functions.
- Created personnel policy handbook for part-time and seasonal employees.
- Implemented and managed background screening program.

Education

Master of Business Administration : 2011 Indiana University - City , State

Bachelor of Science : Business Administration , 2005 Indiana University - City , State Business Administration

Professional Affiliations

Northwest Indiana Society of Human Resource Management (NWI SHRM) 2014-Present Receive legislative updates and presentations on

current HR related issues.

Skills

ADP, auditing, Benefits administrator, benefits, benefits administration, Cashier, customer service, directing, documentation, Employee relations, Human Resource, HR, insurance, law, managerial, managing, merchandising, Excel, MS Office, PowerPoint, Word, Enterprise, payroll, performance management, personnel, policies, recruiting, recruitment, sales experience, Staffing