

HUMAN RESOURCES (HR) RECRUITING SPECIALIST

Summary

Human resource professional with extensive experience delivering innovative solutions at the local and international level. Expertise in human resource administration, international travel arrangements, project management, training and recruitment.

Highlights

- COMPUTER SKILLS:
- MS Office Suites & Outlook
- Kronos & Oracle
- Lotus Notes & SharePoint
- Brassring & Taleo
- PeopleSoft

Experience

Human Resources (HR) Recruiting Specialist

February 2014 to Current Catholic Health Initiative 1/4 Conway , AR

- Review resumes/ applications and recruit qualified applicants; Responsible for updating job descriptions and requisitions.
- Notify and schedule interviews with HR staff and hiring managers.
- Coordinate travel arrangements for the interview process. Schedule panel interview
- Coordinate and conduct new hire orientation: accurate completion of new hire paperwork, interface with on-board new hires, internal resources and outside vendors regarding pre-employment requirements: background checks, drug tests.
- Coordinates requisition approval process with management and tracks status of pending requisitions.
- Posts positions to internal and external job boards while ensuring compliance.
- Provides field support for profiles assessment tool used to screen candidates for colleague positions
- Develop offer letters and compensation plans for newly hired colleagues.
- Produces New Hire Packets and ensures new colleagues receive all requisite paperwork in a timely manner. Explains contents of new hire kit to colleague if needed and answers questions pertinent to on boarding.
- Assist hiring managers in the posting of job openings in BrassRing.
- Assist hiring managers on administration of written tests and interviews.
- Interact with various levels of candidates, HR and hiring managers to schedule interviews.
- Maintain information in the HR Applicant Tracking System and other HR Information Systems.
- Generate ad-hoc reports as needed. Implements HR policies and procedures and communicate them to partner organizations through written communications and meetings
- Acts as a liaison between employees and managers on a wide variety of issues including but not limited to employee performance, staffing, company policies and procedures, investigations of violations of company policies. Create information packets to support administration operation.

HR Payroll Assistant

October 2013 to February 2014 TJ Maxx 1/4 City , STATE

- Provided payroll processing for over 1500 employees: schedule appointments/interviews, logs and tracks applicants, assists in new hire orientations and I-9 verifications.
- Maintained communications between union and home office, processed invoices and maintained HR files: special projects and other administrative responsibilities.
- Responded to questions/ requests and researched information from employees regarding their paycheck.
- Provided functional guidance and training to other associates within division.

Project Management Liaison (contractor)

April 2012 to June 2012 Raytheon 1/4 City , STATE

- Maintained communications between project management and functional support services.
- Monitored progress, initiate interventions and problem solving with project managers, functional managers and clients.
- Maintained administrative, training, material and financial spreadsheets for tracking purposes.
- Prepared administrative requirements for applicants' passport and Visas for specified countries.
- Gathered, compiled and managed administrative information regarding employees in SWA to include proactively taking action prior to expiration dates on security clearances, VISA/LOA/CAC badges and work permits in Kuwait.
- Assessed deployment issues and develop resolutions to mission requirements and maintained the ConOps calendar.
- Arranged transportation to work location and introductions for new contract employees.
- Assigned accommodations and advised management of arrangements.

HR Personnel Clerk (contractor)

October 2011 to April 2012 ABM Linc 1/4 City , STATE

- Performed personnel accountability for US and military personnel arriving/ departing bases in Afghanistan.
- Monitored and verified CAC and identified badges of military and civilian contractors.

- Managed security databases of military and contractor CAC badges.
- Participated in the completion of a variety of special projects, developed statistical and narrative reports, completed research and data entry assignments, provided other technical assistance meeting HR program requirements and goals.
- Provided a variety of HR management advisory and administrative/managerial support services related to the agency's program.
- Manage the personnel status to include tracking personnel status for the Mission Support Element (MSE) (leave, sick days, absences, appointment, and administrative requirements for government and contractor personnel. Assisted with a wide range of administrative requirements associated with deploying and redeploying personnel to and from Afghanistan.
- Assisted with award submissions, evaluations tracking arranging functions for team departures. Assisted management in drafting position descriptions, researched training opportunities, submitted award recommendations and provided other liaison services.
- Support for immigration and ensured full compliance with individual country immigration laws.
- Counseled HR business partners and employees throughout the Visa processes: applications, CAC badges, work permits, other permits and other required documentation.

Operations Technician (contractor)

December 2010 to October 2011 ABM Linc 1/4 City , STATE

- Coordinated logistical, technical, quality and financial accuracy of the project for military base closures in Iraq.
- Joint Area Operation- Iraq: tracked one half million lines of equipment that were transferred to the government of Iraq or shipped to Kuwait/Afghanistan and DRMO.
- Maintained documentation of all the requirements for base closure and plans of execution for integration of the base life support. Reviewed and recommended changes to the theater's base closure process to ensure the systems supported the theater and base missions.
- Prepared weekly reports to document work accomplishments.
- Researched and identified missing parts and queried information for supplies, acquisition and asset allocation.
- Conducted analysis of cargo movement processes and emerging trends to provide guidance in the development of policy and process changes.

HR Assistant (contractor)

April 2008 to December 2010 KBR 1/4 City , STATE

- Performed entry process into the base prepared Visa acquisitions and checked clearance determination.
- Maintained and tracked all personnel information related to working on the base. Updated employee's documents.
- Handled illness, hospitalization and repatriation processes.
- Prepared contracts, letters of appointment and welcomed new hires. Administered Standard Operating Procedures. Ensured CAC badges were updated and Letters of Authorization (LOA) were generated. Created information packets to support operations.
- Maintained records and compiled statistical reports concerning sensitive personnel related data: new hires, transfers and absenteeism rates.
- Received and performed initial screening of all resumes and assimilated forms. Tracked matrix for review and recruitment database management.
- Maintained local security databases and managed HRIS systems.
- Prepared and processed all outgoing visit requests, oversaw all incoming visit requests, briefed employees for all specialized accesses and created/ maintained personnel records with familiarity of JPAS.
- Maintained a tracking report for all the employees on military base that have entered the country and monitored the expiration dates for Visas, temporary residence permits and other associated regulatory documents.
- Coordinated mobilization and demobilization travel of personnel.
- Facilitate and conduct all aspects of new employee orientation, benefits enrollment and employees. Provide guidance and interpretation to employees and managers regarding HR policies and procedures.

Sr. Document Control

January 2007 to April 2008 KBR 1/4 City , STATE

- Created and integrated a multi-faceted record file system for purchase orders, material requisitions, and other project control documentation. Maintained site binders for RFIs and submittal. Tracked project correspondence. Maintained project files and folders in hardcopy and electronic formats
- Assessed complex procurement data related to document control management archiving and updated central files to maintain proper inventory.
- Strategically motivated and led teams to achieve and surpass performance goals, by executing quality checks of purchase orders and subcontracts, government guidelines and policies.
- Maintained follow-up on problem areas to assure corrective action was taken on discrepancies.
- Tracked and updated asset inventory databases, edited correspondence prior to release, and prepared presentations for monthly managers' meeting. Handle projects data, reports and certificates filed and updated. Raise purchase order and material requisitions.

Education

B.S. : Criminal Justice & Public Administration , 1997 Indiana State University

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Certifications

Professional Certification

Skills

Onboarding new hires, Operations, Benefits, Database Management, HRIS, Personnel Records, Recruitment, Regulatory Documents, Documentation, Applicant Tracking System, Compensation, Employee Performance, Travel Arrangements, Archiving, Asset Inventory, Correspondence, Document Control, Inventory, Procurement, Purchase Orders, Quality Checks, Subcontracts, Training, Data Entry, Drafting, Immigration, Records Management, Talent Management and Project Management.