

HUMAN RESOURCES BENEFITS ADMINISTRATOR

Summary

Seasoned Human Resources professional with expertise in conflict management and employee training with extensive employee relations experience in a full range of functions, as well as success in simultaneously managing multiple projects.

Excellent Accounting background with extensive experience delivering innovative solutions at the local and regional level. Expertise in employee relations, training, payroll and state and federal laws.

Exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative.

Energetic and reliable Manager skilled with working with a diverse group of people.

Highlights

- Type Approx 45-50 wpm
- 10 Key Touch (18,000 kph)
- Advanced PC Knowledge of Both Hardware and Software.
- Human Resources Experience
- Accounting Experience
- Administrative Experience
- Creating and delivering presentations for executive meetings develop department budgets and create department objectives.
- All Microsoft OS, Microsoft Office including Word, Excel, Access, Power Point, Outlook, etc.
- Accounting/Payroll Software: People Soft (EIS), SAP, QuickBooks, ADP, Abra for Human Resources and Payroll, S2K, INSCI [AS400], P/R, A/P, A/R, POS, G/L, J/E, Bookkeeping.
- Graphics/Audio/Video Software including PaintShop Pro, Flash, Dreamweaver, Bryce 3D, ULead Cool 3D, GIF Animator, Animation Shop, Corel Draw, Sonic Foundry, Adobe Acrobat.

Accomplishments

University of North Texas -Numerous Soaring Eagle Individual and Group Award via faculty, staff and student nominations for providing exemplary customer service.

Experience

Human Resources Benefits Administrator

June 2014 to July 2015 Blue Hills Bank 1/4 West , MA

- Manage and process all ID badges via C*Care system software and various hardware for programming badge.
- Manage Uniform Program for both Plant and Division personnel to include: new employee setup, uniform allocations, exchanges and returns, and account terminations. Work with representative with any inquiries and issues.
- Coordinate employee events/activities.
- Managed Short term disability, long term disability, FMLA, and other Leave of Absences. Work closely with benefits insurance companies to ensure all personnel are processed correctly in accordance with policy and procedures.
- Maintain and develop requisitions in the iGResp recruiting system. Screen resumes, schedule and prepare interview materials.
- Provide on-boarding for new hires utilizing the online system Support.
- Support all basic HR activities including 3/4 HR forms processing, employment verification, and prepare packets to include: offer letter, new hire, terminations, and contractor packets.
- Prepare and edit correspondence including emails, memos, reports.
- Records retention and maintenance to include all personnel and benefits folders/packets.

Administrative Coordinating Manager

August 2012 to June 2014 Andritz 1/4 Muncy , PA

- Manage and Coordinate tasks from the administrators in the UNT International administrative suite to support staff.
- Process departmental hourly and monthly payrolls maintain leave records and conduct audits of leave time quarterly.
- Manage budget posting and reporting, process requisitions reconcile monthly Purchasing card transactions, reconciliation of on line credit card payments.
- Process student payments, financial reports, journal entries and process deposits.
- Process travel arrangements, travel vouchers, travel reconciliations and travel reimbursement deposits.
- Manage and maintain retention records, asset control records and space inventory reports.
- Ensure projects are completed in a timely manner.
- Supervise the administrative assistant I and student assistants in the international main office.
- Assist with report writing, proof reading and research projects.

Accountant

January 2008 to August 2013 University Of North Texas 1/4 City , STATE

- Oversee daily paycycle operations, including supervising 1 employee.
- Ensure that payments are distributed on a daily basis.
- Ensure that security controls are followed for disbursement equipment and supplies.
- Follow established controls for access to safe keeping item(s) in the vault.
- Responsible for managing checks received by PPS including income checks and returned checks.
- Manage all aspects of petty cash for the University including initial review to ensure requests follow established guidelines and state law pertaining to the use of university funds, accurately recording the petty cash account to the General Ledger budget, Auditing petty cash files for accuracy and complete information, ensuring that proper documentation is maintained.

- Work with Financial Reporting for properly handling of unclaimed checks.
- Responsible for processing payment cancellations, reversal payments and reissue payments.
- Oversee disbursement of warrants received from State Comptroller.
- Responsible for Initializing Stop Payment Requests and Reissue Payments as needed.
- Assist in payment voucher processing as needed.
- Team Leader and supervise 1 fulltime employee.

Office Manager/Instructor

June 2003 to August 2007 Elite Martial Arts 1/4 City , STATE

- Customer service, Contract sales, Scheduling appointments, Wholesale vendor services.
- Creating and maintaining website, flyer's, brochures, packets, booklets, Special Events Coordinator (Tournaments and Testings).
- SemiMonthly Billing and Posting, Receivables and collections, Purchasing, Fixed assets, Bank reconciliations, General ledgers and Journal entries.

HR Director/Payroll Manager/Web Designer

November 2000 to June 2003 Radisson Hotel 1/4 City , STATE

- Applicant screening, Newhire processing, Employee orientation, Employee safety and training seminars.
- Benefits planning Certified trainer for the Radisson "Yes I Can Â®" training program, Maintaining personnel files and Termination processing.
- Assisted the Irving, TX General Manager in all aspects of opening new hotel construction followup and final buildout, Vendor account setup.
- New hires in all departmental managers, Grand Opening Gala, MOD on rotating shift.
- Daily timecard reconciliations for weekly hourly staff, Biweekly payroll for salaried staff, Taxes, Deductions, Direct deposit processing and Reports.
- New vendor setup, Daily invoice entry, Weekly check processing, Purchase orders, General ledgers and Journal entries.

Human Resources/Marketing Director

November 1999 to November 2000 International Isotopes, Inc 1/4 City , STATE

- Applicant screening, New hire processing, Employee orientation, Employee safety and training seminars, Benefits planning, Maintaining personnel files and Termination processing.
- Process biweekly hourly staff and semimonthly salaried staff for five locations in two states, Taxes, Deductions, Direct deposit processing and Reports.
- Reconciling nine bank accounts, General Ledgers and Journal Entries.
- Recreating and maintaining website.

Payroll/AP Manager

October 1998 to November 1999 N. TX Human Resources Group 1/4 City , STATE

- Process Weekly Accounts payables, Process and maintain Purchase orders, General ledgers and Journal entries.
- Semimonthly payroll for 5 locations, Biweekly payroll for 300 participants in the Summer Youth Program, Taxes, Deductions, Direct deposit processing and Reports.
- Assisted Financial Officer during month end close procedures.

Education

High School Diploma Plano Sr. High School 1/4 City , State , USA

Skills

- Human Resources Leadership
- Interpersonal Skills,
- Labor Cost Controls,Â Leadership, Market Analysis, Market Growth.
- Staff Development, Staff Motivation, Staff Training, Staffing, Staff-Retention Programs,Â Team Building, Team Leadership, Team Player.
- Time and Resource Optimization, Time Management,Â Budget Administration, Budget Allocation, Budget Analysis, Budget Development, Budget Forecasts, Budgeting, Business Development.
- Communication Skills, Community Outreach, Contract Negotiations.