

## HR DIRECTOR

### Professional Summary

Experienced HR Manager with over 3 facilities with 10 years of proven HR experience in all areas of Employee Relations, Benefits, 401k Management, Payroll, EEOC, AAP, FAA/DOT, Workers Compensation & Safety.

### Core Qualifications

- Employee relations
- Benefits administrator
- Employment law knowledge
- Interviewing expertise
- Payroll expertise
- Manager coaching and training
- Staffing and recruiting professional

### Experience

#### HR Director

May 2005 to Current Astranis 1/4 San Francisco , CA

- **Onboarding, Hiring & Recruiting** – Advertising, Staffing Agencies, On-line Applicant administration, Interviews, Employment Verification, Pre-Employment Testing, Drug Screenings, Presented Job offers, I-9 & E-Verify Administration, New Hire Reporting, HR & Safety Orientation
- **Benefit Administration** – Manages all aspects of benefits including new enrollment, changes & termination for: Health, Dental, Vision, Life Insurance, Short Term Disability & Long Term Disability coverage, Employee Assistance Program, Section 125 Accounts, Employee Loan Agreements & Deductions, Uniforms, Audits, COBRA notification & 5500 preparation for filing.
- **401k Administrator** – Tracked New Employee Eligibility, Established Quarterly Enrollment Meetings, Administered Employee & Employer Deferral Calculations & Submissions, Loans, Distributions, Plan Force-Outs, QDRO's, Mandatory Compliance Mailings & Plan Document Administration.
- **Payroll** – Administered payroll law, reviewed & submitted weekly payroll, Managed all Garnishments, Levies & Child Support Orders. Managed updates & changes to time keeping system. Maintained Employee Absence database for all personal, vacation & sick time.
- **Company Communication** - Employee recognition awards, Employee notices via publications, Intranet postings & e-mail.
- **FMLA** – Administration of: Initial Qualification Requirements, Employee notification via required compliance forms, documentation follow up with both employees and their physicians, days away tracking & return to work notices.
- **Temporary Help Management** – Coordinated temporary workers with staffing company including: Placement of workers, pre-placement documentation requirements, drug testing, background screen, safety training, Time system set-up for both new and terminated temps & training sign-off as necessary.
- **Training System Management** - Entered new employees, established job roles & groups, set-up training courses, set-up training sessions & managed training reporting for complete & incomplete training. Input training completions, ensure training documents have been signed, scanned & recorded both in software & in the employee's electronic training file.
- **Annual Reviews** – Initiated, tracked, provided manager documentation support, reviewed all annual reviews for potential liability issues, discussed difficult employee reviews with managers & provided appropriate verbiage, prepared all personnel action forms for increases, retained all permanent records on file & apply/input all appropriate increases.
- **Disciplinary Action & Terminations** – Trained & assisted managers in proper documentation for verbal, written warning & terminations. Prepared and reviewed documents for disciplinary action. Advised on next steps in the disciplinary process to ensure employer is in the best possible situation for termination if necessary. Participated in and delivered disciplinary and termination notifications to employees.
- **Unemployment Administration** – Responded to each initial & on-going unemployment notification from WorkOne, gathered and submitted evidence on company's behalf to defend against unemployment charges, coordinated unemployment hearing documentation & parties involved in hearing before an Administrative Law Judge.
- **Workers Compensation** – Reported initial claim to carrier, assisted employees as a First Responder to incidents, instructed supervisors of appropriate action during emergency situations, worked side by side with Safety Director on- claims & follow-up appointments, coordinates light duty restrictions with managers, records & tracks OSHA reporting information & assists in preparing year-end audit reporting information, maintains confidential files & advises on Indiana Worker's Compensation law.
- **FAA/DOT Drug Screen Program** – Served as DER for Federal Drug Program, administered training, supervised new employee compliance into program, conducted employee & manager training, tracks quarterly & annual random drug screens, submit annual MIS Reports, coordinated FAA audit every 2 years & monitored employee follow-up program
- **EEOC Affirmative Action Plan** – Administered mandatory postings, filings, tracking & notifications for EEOC AAP plan. Tracks company additions, terminations & promotions for compliance purposes. Provides annual reporting to TPA of all company workforce & all applicants received along with their dispositions, Reviews plan for compliance & submit annual EEO1 Report & Veterans Reports

### Education

Psychology Indiana University 1/4 City , State

1 Year of study

Certificate : Human Resources Indiana University 1/4 City , State

## HR Certificate

### Professional Affiliations

National SHRM Member

Notary

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### Skills

processing accounts payable, Administrative, administrative support, Ads, audit reporting, reconciling bank statements, benefits, bonds, bookkeeping, brochures, hardware, conversion, client, database, Database management, delivery, designing, Documentation, e-mail, Event Planning, fashion, faxing, filing, forms, General Ledger, government, Hiring, HRIS, Human Resource, HR, imaging, information technology, Insurance, Law, letters, Director, mailing, marketing and sales, Meetings, money, office, MIS, monitors, next, Payroll, Performance Appraisals, Personnel, policies, radio, recording, reporting, Safety, scheduling, software installation, spreadsheets, staffing, phone, video, vision, website, year-end