

## SENIOR HR MANAGER

### Professional Summary

Results-driven and business-oriented professional with strong experience in business operations, full-cycle human resources, and administrative management. Strong business acumen with the ability to execute a wide range of business management, administrative and practical strategies that result in streamlined operations, increased production, workforce optimization, and employee retention. A top rated, proven performer who easily moves from vision and strategy to implementation with an organizational focus. Ability to manage multiple tasks simultaneously in fast-paced environments demanding strong critical thinking, creative, interpersonal and time management skills. Human Resources Process & Project Management Team Training & Development Staff Recruiting & Retention Organizational Optimization Benefits & Payroll Administration Policy & Procedure Development Administrative Management

### Skills

### Work History

Senior HR Manager , 12/2006 to Current

Advance Auto Parts – Downers Grove , IL

- Aegis Treatment Centers, LLC operates one of the largest networks of Narcotic Treatment Programs (NTPs), also known as Opiate Treatment Programs (OTPs), in the nation.
- Manage all aspects of the daily operations Human Resources for multi location organization. • Supervisory scope: staff of 6.
- Employee Relations/Employee Retention: Oversight of all aspects of staff performance; performance evaluations, progressive discipline, mediation of staff disputes and grievance procedures in accordance with state and federal laws as well as company policies
- Ensure proper staffing ratios contingent on patient census company-wide
- Management Coaching Staff training and development Policy development
- Full cycle recruiting
- New hire orientation
- Unemployment, workers' compensation and disability claims administration
- Track and analyze annual workforce turnover rates
- Prepare reports and recommend procedures to reduce employee absenteeism and turnover
- Developed and implemented personnel and payroll filing system that complies with current employment practices
- Salary administration Process all promotions, transfers, and terminations companywide
- Knowledge of Federal and State Employment Laws and ensures strict compliance with federal and state employment regulations
- Benefits/Open Enrollment administration
- Prepares financial statements, reconciled bank statements, manage cash flow, establishes monthly/yearly budgets, and file all state/federal taxes; coordinated with CPA for year-end tax completion
- Payroll oversight: time and attendance, bi-weekly payroll, quarterly goals/bonuses
- Accurately process payroll for all departments via ADP software and distributed checks to each branch; processed wage assignments including child support orders, and state/federal tax levies and garnishments
- System implementation/conversion
- Maintains HRIS system
- Coordinated all employee relation activities and special events; meetings, company luncheons, holiday parties, etc.
- Researched, updated, implemented and maintained company health benefits program including 401(k) administration
- Completed disability insurance claim forms, unemployment verification forms, home loan verification of wages and employment forms, workers compensation wage statement forms, verification of employment history, medical insurance information for courts, levy officer, district attorneys office, etc.
- Participated in corporate safety activities and serve on the Safety Committee
- Initiated and participated in hazard assessments to increase safety awareness among staff
- Completed and tracked all compliance activities including: FMLA, EEO, EDD, DOL, LOA, OSHA, COBRA reporting
- Excellent written, oral communication and interpersonal skills, including excellent ability to determine project objectives, implement job accountability and efficiently utilize resources to accomplish identified goals

Executive Assistant III , 02/2005 to 12/2006

Adventist Health System – Waco , TX

- America's oldest running movie studio founded in 1912.
- Provided administrative support to two Senior Executives Customer Master Database maintenance Organized and oversaw the logistics for conference calls, in-house/off-site meetings, and luncheons.
- Researched and booked travel arrangements; hotels, airline tickets, and transportation.
- Managed and maintained calendars, itineraries, and agendas Performed various office finance functions; invoicing, account receivables/payables, billings, bookkeeping, journal entries, account analysis and reconciliation Facilitating inventory control and the purchasing of supplies and materials Calendar coordinator Created and managed expense reports Maintenance of purchase order log Archive and track files Verify invoice and credit memo distribution General office manager duties.

Human Resources Coordinator , 06/2004 to 02/2005

Dow Jones – Lagrange , GA

- operated one of the largest networks of Narcotic Treatment Programs (NTPs), also known as Opiate Treatment Programs (OTPs), in the nation.
- 40 hours per week) Provided human resources support to management for multiple facilities regarding office procedures and policies.

- Recruiting Personnel file maintenance Employment verifications Payroll processing Reduction in payroll errors to less than 3% Benefits administration Maintain LVN and physician license renewals Maintain I-9 paperwork Processed FMLA, COBRA, LOA claims Special projects.

Financial Operations Assistant , 02/2002 to 06/2004  
Dartmouth College “ Hanover , NH

- Department of Justice entity responsible for federal criminal prosecutions and civil cases involving the United States Government.
- 20 hours per week) Data entry Filing and retrieving documents Paying and obligating invoices Creating and managing entire filing system for multiple fiscal years Monitoring stock levels Preparing travel authorizations Customer service involving vendor payments Greeting and directing visitors, copying Maintain and balance contract files Accounting/payment reposting Authorized invoices for payment.

#### Education

Master of Science : Health Administration , 5 2011  
California State University Northridge - City , State  
GPA: GPA: 3.85/4.00

Health Administration GPA: 3.85/4.00

Bachelors of Arts Degree : 5 2008

UCLA -

Certificate in Human Resources Management to be completed 6/2015 :

#### Affiliations

Society of Human Resources Management (SHRM)

#### Skills

10 - Key Touch, Accounting, administrative support, ADP, balance, Benefits, Benefits administration, billings, bookkeeping, budgets, bi, cash flow, Coaching, oral communication, interpersonal skills, conversion, copying, CPA, credit, Customer service, Data entry, Database, directing, Employee Relations, special events, Filing, finance, financial statements, forms, General office, Government, HRIS, Human Resources, Human Resources Management, insurance, inventory control, invoicing, Kronos, logistics, Lotus Notes, managing, materials, mediation, meetings, Access, Excel, Microsoft Office, office, Outlook, PowerPoint, Windows, Word, networks, Operating Systems, payables, Payroll, Payroll processing, Personnel, policies, purchasing, Recruiting, reporting, Safety, SAP, Staff training, staffing, Supervisory, tax, taxes, transportation, travel arrangements, Typing, Excellent written, year-end