

## HR COORDINATOR

### Summary

Highly accomplished human resource professional, proficient at developing policy, standard operating procedures, and best practices. Proven expertise in recruiting, training, employee development, retention, performance management, and conflict resolution. Adept at managing multiple projects simultaneously while demonstrating high performance standards with astute attention to details and deadlines. Organizing large amounts of time sensitive information and evaluating priorities. Able to thrive under pressure while maintaining enthusiasm and motivation. Proficient in MS Word, Kronos, Excel, PowerPoint, Outlook, HCMs.

### Experience

HR Coordinator Apr 2012 to Current

Ariens 1/4 Houston , TX

- Ensured compliance with Federal, State, Local Laws and ARAMARK Policy
- Ensured job postings were posted onsite utilizing an active Job Postings Board and all open positions are posted with the appropriate local and state agencies.
- Assists the District Safety Leader in managing key safety processes including the administration of workers compensation processes and the safety component of District Manager Monitor.
- Processed all new hire paperwork, ensures completion of background checks, true-screen administration, I-9's.
- Ensured Wage & Hour compliance, training, and oversight to include applicant tally and postings.
- Ensured job offers are made utilizing appropriate processes.
- Conduct legally sound investigations and mediate disputes/issues between managers and employees to bring to resolution
- Ensured organizational structure, wages, and position classification/job descriptions are aligned with business necessity in order to meet strategic initiatives, development and use of effective and efficient talent selection processes.
- Ensures managerial coaching/counseling related to the administration of ARAMARK policy and procedure.
- Ensured Affirmative Action Planning and Compliance
- Actively executes recruiting and staffing strategy at the unit level to meet staffing needs.
- Train managers in areas such as interviewing, hiring, terminations, promotions, and sexual harassment ensuring a positive and progressive work environment Ensured proper administration progressive disciplinary policy.
- Ensured the development and implementation of Employee Engagement and Retention Strategies.
- Updated employees manual covering disciplinary procedures, codes of conduct and FMLA policy.
- Ensures utilization of Performance Improvement Plans as needed.
- Ensured Encore Encore recognition program was implemented, appreciation for our employees, clients, and consumers.
- Administered Two Union Contracts within 6 partner companies.
- Established a relationship with staff members, interact with union representatives and management.
- Handled proper grievance procedures assistance; solve labor disputes within two union environments.
- Controlled the placement of 825 employees and schedules
- Manage all payroll functions, including bi-weekly payroll administration, submitting bonuses
- Verified the salaries, wages and compensation of employees, managed all PTO/VAC accrual
- Review & Handle Unemployment Claims

Owner/Operator Jan 2009 to Jan 2012

Lineage Logistics 1/4 Kearny , NJ

- Efficiently manage administrative/financial/accounting functions, purchasing, inventory control, and product service supplier relations
- Effectively interview, hire, train, schedule, direct, and evaluate team members, with a strong focus on the conveyance of quality customer service
- Apply superior communication skills toward diplomatically addressing, troubleshooting and resolving customer issues
- Started not-for-profit Animal Rescue Organization where I maintained all functions of the Animal Shelter office, including but not limited to, assisting the public with animal intake, adoptions, redemptions, and animal licenses.

Office Manager Jan 2003 to Jan 2009

Sidley Austin LLP 1/4 San Francisco , CA

- Established rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals.
- Attracted tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Accomplished financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Achieved financial solvency through cost reduction and implementing systems to achieve 0% rent delinquency
- Maintain building systems by contracting for maintenance services; supervising repairs.
- Created positive, welcoming, supportive environment for residents, visitors, and property associates
- Filed court documents for eviction and attends scheduled court hearings as Landlord's representative
- Prepared reports by collecting, analyzing, and summarizing data and trends.
- Updated job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplished organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value

to job accomplishments.

- Interviewed, hire, train, schedule, direct, and evaluate contractors, with a strong focus on the delivery of quality customer service for the company and the tenants.

#### Education

Associates , Business Management Robert Morris College i¼ City , State , US

- Associates in Business Management, Robert Morris College, Chicago, Il

References are available on request 2013

#### Certifications

- ServSafe Food Protection Manager Certification 2013
- City of Chicago Department Of Health, CertifiedÂ Food Service Manger 2013
- Professional in Human Resources, Certification, Pending

#### Affiliations

Member of SHRM

#### Skills

Customer Service, Receptionist, Retail Sales, Advertising, Budget, Corrective Action, Cost Reduction, Forecasting, Maintenance, Office Manager, Paying, Scheduling, Surveying, Accounting, Administrative/financial, Buying/procurement, Financial/accounting, Inventory, Inventory Control, Purchasing, Affirmative Action, Bi, Business Intelligence, Claims, Clients, Coaching, Compensation, Contracts, Disciplinary Procedures, Employee Engagement, Fmla, Hr, Interviewing, Managerial, New Hire Paperwork, Payroll, Pto, Recruiting, Staffing, Talent Selection, Tally, Terminations, Training, Workers Compensation, Best Practices, Excel, Excellent Multitasker, Kronos, Ms Word, Outlook, Performance Management, Powerpoint, Simultaneously, Word, Food Service, Human Resources, Business Management