

DIRECTOR OF HR Professional Summary

Dedicated Human Resources professional seeking to join a premier organization that lives and breathes the spirit to serve and strong passion for people culture while allowing me to continue growing in a challenging and professional environment.

Core Qualifications

- Results-oriented
- Operations management
- Client-focused
- Microsoft Office
- Change management
- Exceptional interpersonal skills
- Staffing and recruiting professional
- Interviewing expertise
- Performance management strategies
- Employment law knowledge
- Employee relations
- Manager coaching and training
- HRIS applications proficient
- National Human Resources Association
- Employee handbook development
- Fluent in English & Tagalog
- Exceptional communicator
- Detail-oriented
- Hiring and retention
- Training and development
- Recruiting
- Compensation/payroll
- Employee relations
- Compensation administration
- Regulatory compliance
- Personnel records maintenance
- Affirmative Action compliance
- New hire orientation
- Exceptional interpersonal skills
- OSHA inspections

Experience

Director of HR 10/2013 Bitly San Francisco , CA

Responsible for all human resources to include employee relations, training, benefits, safety & security, HR budget, payroll, and recruiting. Member of Executive Committee. Reviewed federal and state laws to confirm and enforce company compliance. Created organizational flow charts and career path reports to evaluate employee compensation information. Designed the employee performance evaluation process and merit program. Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues. Created and implemented the exit and interview program process. Advised top management on appropriate employee corrective actions. Created and modified job descriptions within all departments. Worked with senior-level management to create fair and consistent HR policies and procedures. Worked with HR advisors and HR representatives on establishing consistent hiring practices. Ran the bi-weekly payroll process. Developed employee handbooks, including design and layout. Facilitated monthly meetings to develop strategies that would positively influence workplace relationships. Conducted employee exit interviews. Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments. Guided the startup and management of all HR operations, systems and programs. Supported employees at all levels, including executive leadership.

Director of HR 04/2011 to 09/2013 Bitly New York , NY

Responsible for the overall planning, organizing and direct participation in the operations of major human resources functions with emphasis in strategic human resources management, developing and implementing programs, and performing complex policy analysis. Member of Executive Committee. Advised managers on organizational policy matters and recommend needed changes. Conducted new employee orientation to foster positive attitude toward organizational objectives. Identified staff vacancies and recruited, interviewed and selected applicants. Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Director of HR 07/2008 to 04/2011 Bitly San Francisco , CA

Responsible for the overall leadership of the human resources department with responsibilities encompassing recruitment, organizational development/training, policy formation and interpretation, employee relations, performance appraisal, leave and benefits administration, and classification/compensation programs. Role included considerable training and development responsibilities as well recruitment and retention initiatives. Member of Executive Committee. Analyzed each department's training needs and developed new training programs based on the analysis. Presented training information via role playing, simulations and team exercises. Mentored team members to succeed and advance within the department and company. Explained human resources policies and procedures to all employees. Worked closely with HR business partners to facilitate year-end talent reviews and articulate team strengths. Assessed employee performance and issued disciplinary notices. Worked on 401(k) administration, FMLA and workers' compensation claims and benefits. Managed communication regarding employee orientation and open enrollment for benefits. Resolved personnel issues regarding human resources matters needing clarification, submissions and corrections.

Director of HR 08/2005 to 07/2008 Bitly New York , NY

Responsible for all human resources to include employee relations, training, benefits, safety & security, HR budget, payroll, and recruiting. Member of Executive Committee. Reviewed federal and state laws to confirm and enforce company compliance. Created organizational flow charts and career path reports to evaluate employee compensation information. Designed the employee performance evaluation process and merit program. Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues. Created and implemented the exit and interview program process. Advised top management on appropriate employee corrective actions. Created and modified job descriptions within all departments. Worked with senior-level management to create fair and consistent HR policies and procedures. Worked with HR advisors and HR representatives on establishing consistent hiring practices. Ran the bi-weekly payroll process. Developed employee handbooks, including design and layout. Facilitated monthly meetings to develop strategies that would positively influence workplace relationships. Conducted employee exit interviews. Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments. Guided the startup and management of all HR operations, systems and programs. Supported employees at all levels, including executive leadership.

Responsible for all aspects of Human Resources for two hotels: Hampton Holiday Inn and Hampton Quality Inn. Member of the Executive Committee, Hospitality Committee, Involvement Committee, and Safety and Security Committee. Managed HR budget and payroll for entire hotel. Reported to the General Manager of the hotel. Member of Executive Committee. Reviewed federal and state laws to confirm and enforce company compliance. Designed the employee performance evaluation process and merit program. Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues. Created and implemented the exit and interview program process. Advised top management on appropriate employee corrective actions. Created and modified job descriptions within all departments. Worked with senior-level management to create fair and consistent HR policies and procedures. Facilitated monthly meetings to develop strategies that would positively influence workplace relationships.

Corporate Human Resources Manager 05/2005 to 08/2005 Kabafusion Tampa , FL

Responsible for all aspects of Human Resources with emphasis on recruiting and hiring medical and operational support staff for military and government contracts. Medical Consulting and Operational Support Services. Reported to the President and CEO.

Corporate Director of HR & Administration 04/2000 to 05/2001 Arconic Davenport , IA

Responsible for all aspects of Human Resources and Administration with emphasis on providing recruiting and staffing support to IT/e-business industries. Reported to VP of HR and General Counsel.

Human Resources Manager 10/1996 to 03/2000 Arconic Alcoa , TN

Responsible for all aspects of Human Resources. Reported to the President and Publisher.

Human Resources Manager 07/1994 to 09/1996 Generac Power System, Inc Janesville , WI

Provided HR management support to the HR Director. Completed AAP report and other HR reports. Conducted training, employee relations support, and all HR initiatives. Government Defense Contractor. Supported NASA's Research and Development programs. Planned and led training programs on staff development.

Human Resources Generalist 10/1991 to 07/1994 Lockheed Martin & Engineering Sciences City , STATE

Provided HR Generalist support to the HR department. Government Defense Contractor. Supported NASA's Research and Development programs. Reviewed federal and state laws to confirm and enforce company compliance. Conducted benefits administration for [Number] benefit-eligible employees. Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues. Created and implemented the exit and interview program process. Advised top management on appropriate employee corrective actions. Worked with senior-level management to create fair and consistent HR policies and procedures. Supported employees at all levels, including executive leadership.

Education

Master of Science Degree : Management 1996 Troy State University

Bachelor of Science Degree : Business & Management 1993 University of Maryland

Professional Affiliations

Member of HR California Chamber of Commerce; Member of SHRM; Executive Committee Member; Safety Committee Member; Associate Holiday Party Committee Member; Fremont JFK High School/Green Ventures Academy â€” Partnership with the Academy's Advisory Board and Internship Program; Employees' Kids Breakfast with Santa and Associate Holiday Party; Quarterly Associate activities/Picnics; Associate Car Wash and Cook-offs; Staff Appreciation Week; Quarterly Advisory to General Manager (GM) and Associate Round-table Forums; Manager & Associate of the Quarter & Year Programs; Spearheaded annual Associate Opinion Survey (AOS); Annual Managers and Supervisors Team-building Events; Advisor to the Associate Committee and all Associate initiatives; Guest speaker at various local colleges and high schools; Collected & donated canned goods in support of homeless families and strayed animals; Children's Hospital of The King's Daughters (CHKD) Radiothon; Phone Bank Blood Drive; Clean the Bay and Polar Plunge; Participated in Torch Relay for Children's Miracle by walking, running and cycling; Collected & donated clothes to homeless families in crisis; Volunteered to provide referral services to battered women and children's shelter.

Extra-Curricular Activities

WEBINARS ATTENDED â€” Fisher & Phillips LLP

Establishing Affirmative Action Plan (AAP); Facebook and its Impact on Businesses; The Employee Free Choice Act and other Labor Initiatives; NLRB Changes; Managing Intermittent Leave and Medical Certification Process under FMLA; The ABCs of I-9 Compliance for Employers; What Employers Need to Know About Medical Marijuana Laws & Its Impact in the Workplace; The Basics of Privacy Issues in the Workplace Federal Discrimination Laws â€” What's Old, New & What May Be Coming; Wage & Hour Law â€” Basic Principles of Compliance; Avoiding a Legal Hangover from Holiday Parties; Practical Advice for Employers; Developing a Proactive Workplace Violence Prevention Initiatives;

Response Strategy in Managing Employee Relations in the Workplace; Anti-harassment and Anti-Discrimination in the workplace.

Skills

Guides and manages the overall provision of Human Resources services, policies, programs, processes, and systems for the organization; Recruitment, hiring, staffing, retention and talent management; Orientation and Onboarding; Social media sourcing; People and guest-centered focus initiatives; Organization development and communication; Performance management and systems improvement; Employment and compliance to regulatory concerns; Employee relations, coaching and mentorship; Company-wide committee facilitation; Employee and community communication; Charitable giving; Policy development and documentations; Handbook and LSOPs development; Performance evaluations and merit increases; Associate Opinion Surveys (AOS); Compensation, benefits and billing administration; HR budget; Wage surveys; Workforce Safety and Wellness OSHA and Workman's Comp; Development of human resources department; Job fairs; Participate in unemployment hearings & attend local HR conferences; Teambuilding; Promote leadership and the development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance; Manager-In-Training and Internship Program; Supervision of HR team; Extensive work experience with Executive Committee team members and Corporate VP leaders; Passion in people resources and one that supports the organization's mission of excellence by providing strategic, innovative, and progressive people programs and services that attract, develop, reward, and retain a talented, diverse and high caliber team in an inclusive and welcoming work environment.