

Meredith Bristol

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Experience

August 2018 - Present

Human Resources Representative | Modern Manufacturing & Engineering

- Maintain employee records including contact information, job classification, and organizational structure
- Coordinate annual insurance enrollment, create related documentation and audits
- Assist with administrative and recordkeeping duties

January – August 2018

Web Support Associate | HOM Furniture

- Assist the web development department in updating and maintaining internal websites through application of standardized templates
- Generate and develop SEO content for the Dock86, HOM, and Gabberts brand websites
- Implement changes to internal programs using primarily HTML5, CSS, jQuery, and Java

January 2015 – December 2017

Human Resources Associate | HOM Furniture

- Maintain administrative hiring processes for multiple showrooms and manage company careers website postings and applications
- Collect, verify, and enter employee information and metrics
- Perform audits, system maintenance, and administration of new hire benefits in conjunction with the benefits administrator
- Coordinate and implement annual company events, including the Wellness Fair, Employee Awards Banquet, and Summer Barbeque

Education

December 2022 (*Expected*)

Associate of Applied Science in Computer Programming | Saint Paul College

December 2015

Bachelor of Science in Sociology | Arizona State University

Skills

- HTML5
- Javascript
- jQuery
- MySQL
- PHP
- Wordpress