

Wesley Hedrick

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Profile

Performance-Driven Process Improvement Professional

(Application Consultant, Human Resources & Accounting)

with strong skills and extensive experience in the following areas:

- Improving Processes to Increase Efficiency and Reduce Labor Hours ■ Human Resource Functions
- Payroll Processing ■ Benefits Management (Changes & Cancellations) ■ Coaching/Counseling
- Educating Employees on Group Health Plans, Voluntary Benefits & 401(k) Plan
- Accounts Receivable ■ Application Consultant (Providing Support for Microsoft Dynamics GP)
- Creating SQL Scripts for Microsoft Dynamics GP Customizations

Strengths

- **Background encompasses extensive experience** utilizing a strong work ethic, an attitude to “go the extra mile,” and a commitment to meeting and exceeding organizational objectives.
- **Strengths:** Detail-oriented (precise/accurate); organized; analytical; hard working/industrious; positive attitude; excellent communication skills; team player (works well with others); highly responsible; dependable; skilled at multitasking; self-motivated; achievement-oriented.

Computer Skills

- **Computer skills:** Microsoft Excel; Microsoft SalesPad; Microsoft Word; NCR Counterpoint; Microsoft GP; Google Apps Script; VBA.

Core Competencies

- | | |
|--------------------------|---------------------|
| ● Systems Thinking | ● Mental Toughness |
| ● Emotional Intelligence | ● Trait Engagement |
| ● Coaching | ● Communication |
| ● Ethics | ● Computer Literacy |

Selected Accomplishments

- Created Excel workbook to convert timecard-system data for import into payroll system
- Created Google sheet to scrape fuel prices from web
- Created web-accessible database of delivery sites to aid the drivers on the road
- Created Google script to send monthly PTO statements to employees
- Created sheet that translates Picking list codes into plain language codes for the loaders
- Devised manifest system to track incoming and outgoing workshop jobs

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Professional Experience

► **Informed Systems**

July 2019 to October 2019

Blue Bell, Pennsylvania

Applicant Consultant

- Provided support for Microsoft Dynamics GP.
- Created SQL scripts for Microsoft Dynamics GP customizations.

► **Buckman's Inc.**

November 2007 to June 2019

Pottstown, Pennsylvania

Human Resources Generalist

- Performed all preparatory work for payroll processing and served as back-up payroll processor.
- Counseled managers on best practices related to progressive discipline.
- Coached and counseled EEs on work ethic, performance and relationships.
- Managed all benefits enrollments, changes and cancellations.
- Educated employees on group health plans, voluntary benefits and 401(k) plan.
- Reconciled insurance censuses with employees to approve payment of insurance invoices.
- Processed Workers' Compensation claims.
- Maintained relevant OSHA forms.
- Generated HRIS reports through iSolved, RealTime and Counterpoint.
- Processed hiring, promotions and terminations.
- Established exit interview to discover trending causes of EE turnover.

Accounts Receivable Clerk

- Invoiced all chemical and ice-melt customers with SalesPad and ADX.
- Communicated with past-due customers.
- Created mail merge and Excel workbook for mass e-mail of past-due customers.
- Processed receipts of payment.
- Created Excel workbook to facilitate internal transfers for the largest customer.
- Filed all customer files.

Hazmat Driver

- Hazmat Driver; created and managed a Knowledge-Retention Database of delivery sites for Driver Department.
- Maintained a DOT-compliant vehicle.
- Safely and efficiently delivered pool chemicals, mainly chlorine, in Philadelphia, New Jersey, and Delaware by means of 33,000 lb. tanker truck.

Lead Snowboard Tech

- Devised manifest system to track in- and outbound work.
- Maintained and repaired snowboards.
- Proposed comprehensive cloud-based system for tracking work orders for seven retail stores.

Education / Certifications / Licenses

- **Master of Arts in Theology (May 2003)**, Bob Jones University, Greenville, SC
- **Bachelor of Arts in Pastoral Administration (May 2001)**, Bob Jones University, Greenville, SC
- **SHRM-CP**

References Available Upon Request