

Wesley Hedrick

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To the Hiring Manager:

I know you are busy, and hiring is hard work! However, I think it would be worth your while to consider what I have to offer.

My primary asset is a deep-seated drive to be valuable which manifests itself through consistency, intensity, creative problem-solving, and an instinct for eliminating needless processes. I find great satisfaction in pleasing my employer and exceeding expectations.

At Buckman's Inc., I serve as the liaison for all our People questions. Employee relations, payroll processing, hiring, terminations, PTO, health benefits, 401(k), vacation, and other HR related tasks are my primary duties.

Microsoft Excel and Google Sheets are my favorite tools. I can code in both in both of these platforms and have thus been able to automate many tasks around the office. One of my proudest creations was an Excel workbook that converts time-clock data for mass import into payroll. I can perform mail merges and other kinds of data merges with Microsoft and also by means of VBA and Google Apps Script.

I self-funded my SHRM-CP certification because I believe in the strategic value of a high-quality Human Resources department. I continue to grow in my knowledge of coding because I believe coding is a skill that applies to every other workplace task.

I bloom wherever I am planted! If your interest is piqued, I would love to speak with you further

Sincerely,

Wes Hedrick

Wesley Hedrick Human • Resources Generalist, AR Clerk

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Certifications/Licenses

- SHRM-CP

Experience

Human Resources Generalist/Accounts Receivable Clerk

Buckman's Inc. - Pottstown,

PA August 2016 to Present

Human Resources Generalist

- Performed all preparatory work for payroll processing and served as backup 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 EE population 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, terminations
- Established exit interview to discover trending causes of EE turnover

Account 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 email of past-due customers
- Processed receipts of payment
 - Created Excel workbook to facilitate internal transfers for our largest customer
- Filed all customer files

Hazmat Driver/Lead Snowboard Tech

Buckman's Inc. - Pottstown,

PA November 2007 to

August 2016

Hazmat Driver

- Created and managed a Knowledge-Retention Database of delivery sites for Driver department
- Maintained a DOT-compliant vehicle
- Delivered pool chemicals—mainly chlorine—in Philadelphia, New Jersey, and Delaware by means of a 33,000 lb. tanker truck safely and efficiently.
- Fulfilled customers' special delivery instructions

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

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 our drivers on the road.
- Created Google script to send monthly PTO statements to employees.
- Created sheet that translates Picking lists codes into plain-language codes for our loaders.
- Devised manifest system to keep track of incoming and outgoing workshop jobs.

Skills

- Microsoft Excel
- Microsoft SalesPad
- NCR Counterpoint
- Microsoft GP
- Google Apps Script
- VBA
- Python

Core Competencies

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

Education

- **Bachelor of Arts Pastoral Administration**
Bob Jones University Greenville, SC
May 2001
- **MA in Theology**
Bob Jones University Greenville, SC
May 2003