




# Abby Robertson HR Manager

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**Human Resources Generalist** responsible for creating processes to enhance strategic business outcomes. Background includes benefits administration, full staffing/recruitment, employee relations, employee development, and compensation. Excellent interpersonal, problem-solving skills; successful track record of contributions which increased organizational effectiveness.

## Skills

Benefits Administration  
Payroll Administration  
Employee Relations  
Employee Development  
Interpersonal Communication

## Computer Competencies

HRIS Administration, Payroll  
Software, ADP Software

## Education

**B.A. degree in  
Communication**  
**Central Michigan University**  
2006

## Certifications

**PHR Certified**  
November 2007 to Present  
Professional in Human Resources

## Languages

English - Fluent  
Spanish - Fluent

## Experience

### **Human Resources Manager | Marywood Health Center**

April 2018 - Present | Grand Rapids, MI

- Responsible for the oversight and management of the department as it transitioned away from Porter Hills to Trinity Health Senior Communities.
- Effectively maintain payroll functions; auditing of HRIS needs within ADP to ensure in sync with enrollments and changes during the transition.
- Point person for full recruitment within Marywood Health Center and Aquinata Hall for open positions, from the inception of postings, reviewing resumes, initial interviews to presenting employment offers, pre-employment background check and drug testing to orientation set up.
- Plan Administrator for all benefits and workman's comp needs.

### **Human Resources Manager | CFD Management, LLC**

May 2016 - April 2018 | HUDSONVILLE, MI

- Directed a full range of Human Resources Generalist functions including compensation and benefits, employee relations, training and development, recruitment/retention of performance management.
- Additional responsibilities included various HRIS functions and payroll administration using the PeopleSoft system time/attendance.
- Served as a member of the Management team and reported to the General Manager/Vice President.