resume\_60@gmail.com  
(344)-477-5586  
Kelley Zilembo Human Resources Coordinator  
Bristol VT - Email me on Indeed: indeed.com/r/Kelley-Zilembo/0a67c72520fcdb29  
Proactive HR Operations professional oversees recruitment payroll benefits compensation safety and compliance along with employee relations. Passionate leader specializing in addressing issues before they become a critical. Thrives in an environment where my contributions improve processes that have a positive impact on the overall goals of the organization and a healthy work life balance for employees.  
WORK EXPERIENCE  
Human Resources University Recruiter  
MathWorks.Inc - Natick MA - 2014 to Present  
Facilitate high volume of phone screening video interviews and resume review for full-time/internship Engineering & Computer Scientists positions.  
 Assist with recruiting events such as college days interviews ad virtual career fairs.  
 Schedule interviews technical interviews and travel (hotel & flight) accommodations for onsite interviews.  
 Develop candidate pipelines from academia for candidates with Master's & Doctoral degrees. Manage high volume requisitions queues in Application Tracking System.  
 Oversee interviewing schedule/calendar for up to seven interviewers daily.  
Human Resources Coordinator  
Sd Associates LLC - Williston VT  
 Oversee all HR operations of the company (110 employees in three locations in Vermont and Massachusetts) in accordance with MA & VT laws.  
 Payroll: Researched and implemented Paychex payroll system. Manage the employee record retention process including employee schedules time cards status changes. Submission of semi-monthly payroll adjustments and process. Manage HR administrative team.  
 Benefits & Compensation: Researched implemented and manage company wide health insurance plans in two states (Vermont & Massachusetts). Partnered with a broker to purchase plans and negotiate rates. Manage company open enrollment process for health dental vision and accident insurances while managing payments through payroll deductions. Manage Personal Time Off (PTO) program company wide. Completed yearly anniversary letter and performance review process. Manage all tuitions reimbursements for employees. Facilitate in wellness programs.  
 Recruitment: Manage recruiting advertising interviewing hiring and onboarding. Responsible for all job postings while partnering with supervisors to meet their staffing needs. Review all resumes conduct initial phone screenings setup onsite interviews and check candidate references. Complete onboarding process including new hire paperwork and familiarization of company policies and procedures. Manage recruiting external portals for advertising. Update and write all job descriptions and company forms for internal use and employee files.  
 Compliance: Partner with company legal team and attorneys to write and update company policy manual including compliance with all insurance policies (General Liability Professional Liability Workers Compensation Liability Coverage and 125 Cafeteria Plans). Manage all employee promotions exit interviews terminations and turnover rate documentation. Research company legal issues and provide guidance to company Directors to collaborate with. Manage compliance processes in reference to background checks DMV checks and fingerprints.  
   
 Safety: Oversee all workers compensation claims for employees and work with claims adjusters doctors employees and supervisors to maintain the companys workers compensation mod. Ensure all employees are CPR & First Aid certified and maintain database for renewals. Follow OSHA protocol and conduct safety trainings as needed. Ensure that all employees working with clients understand they are mandated reporters and teach signs of abuse and neglect of clients. Maintain all Federal & Vermont Medical Leave cases and facilitate meetings between supervisors and employees. Manage HIPAA breach log. Manage all unemployment claims for the company providing the VT DOL with documentation for appeal hearings. Complete and process any property damage claims for employees.  
 Employee Relations: Communicate and guide employees who seek assistance on issues impacting their employment. Answer all employee questions and train employees regarding the policy manual and procedures. Manage employee disciplinary action process and partner with supervisors on all performance improvement plans. Provide guidance to supervisors for managing employees.  
 Training & Development: Monitor employees probationary periods and guide supervisors through employee evaluations. Oversee SUPPORT Training database. Guide employees for professional development. Works with Training Development Coordinator to unsure employees working direct service with clients are RBT certified and complete Relias training coursework.  
 IT: Work with IT department to make sure the companies Internet and server are HIPAA compliant. Work with IT to improve company server help ticketing system and website building.  
Human Resources Assistant  
SeaChange International - Acton MA - 2014 to 2014  
2014  
 Data entry for new employees and updating changes for existing employees.  
 Enrolling new employees in benefits programs and making benefits changes.  
 Create and provide all executive staff with monthly Headcount report.  
 Setup employees with worker's compensation claims short term or long term disability claims.  
 Prepare interview schedules offer letters and complete background checks.  
 Provide support to all employee questions.  
 Entering termination of benefits and notifications for employees that qualify for COBRA.  
 Maintain and update vendor service agreements for third party sourcing.  
 Execute PowerPoint slides for FY'15 Succession Plan.  
 Maintain data integrity by auditing investigating errors and taking corrective action regarding data issues for both American and International data entry.  
Employment Coordinator  
Right at Home - Westborough MA - 2013 to 2013  
2013  
 Looking over resumes phone screening & interviewing applicants to see if they would be a good fit caring for the elderly in their home unsupervised.  
 Maintaining all employees files and keeping their files up to date.  
 Running CORIs background checks and DMVs on all employees; reviewing these reports to ensure they were fit to care for or to drive the elderly.  
 Researched health insurance plans and signing employees up that qualify.  
 Managing an assistant to help with booking appointments answering phone calls and filing paperwork.  
Customer Service Administrative Assistant  
Chaves Heating & Air Conditioning - Hudson MA - 2011 to 2012  
Responsibilities included: assisting customers with scheduling appointments confirming appointments maintaining the service technicians with daily scheduling and dispatching answering phones entering service  
invoices preparing timecards selling and explaining yearly contract plans to customers and any general office support.  
Staff Counselor- Boys & Girls Club  
The Youth Center - Marlborough MA - 2011 to 2012  
After school program for children from 6-18. The youth center is located in a section 8 housing facility.  
 Responsible for leading programs implementing daily activities running games & tournaments homework help teaching how to cook/making group dinners taking small groups on community outings managing & facilitating children for their actions and helping them make positive choices (when age appropriate).  
Therapist  
Marlborough Public Schools - Marlborough MA - 2006 to 2011  
One-to-one aide for children on the Autism Spectrum from ages 2.9-12.  
 Following the principles of Applied Behavioral Analysis.  
 Implementing behavior intervention plans running discrete trials increasing independent and leisure skills language opportunities making data sheets meeting with families for monthly clinics and graphing data for students success rate.  
 Collaborating with occupational and physical therapists.  
 In home one-to-one care working on bathing toilet training dressing and family participation skills including community outing; dining out and grocery shopping.  
Waitress Bartender  
Ruby Tuesday's - Marlborough MA - 2003 to 2006  
EDUCATION  
M.A in Psychology  
University of the Rockies 2012 to 2013  
B.A in Psychology Dean College  
Green Mountain College - UK 2003 to 2006  
A.A in Liberal Studies  
Dean College - UK 2001 to 2003  
ADDITIONAL INFORMATION  
Skills  
Computer Proficient- Microsoft Office (Word Excel Outlook & PowerPoint) ADP & HRIS Databases Third Party vendor data entry (Blue Cross Blue Shield Unum EyeMed )  
 Excellent interpersonal multi-tasking skills and excellent organizational skills.  
 Adaptable flexible dependable and extremely efficient.  
 Ability to work and problem-solve within a group or independently.  
 Strong communication skills and phone skills.  
 Social Media experience Website experience.  
 CPR & First Aid certified.  
 Scholarship & All American Softball Pitcher for Dean College - 2002 & 2003.