

**OBJECTIVE**

To obtain a position in Human Resources that will allow me to utilize my skills in staffing, employee relations and benefits.

**RELATED EXPERIENCE**

**Company Name, City, State**

10/yy – 5/yy

**Title**

- ❖ Responsible for providing HR technical support in all areas of HR and serve as HR business partner
- ❖ Responsible for recruiting, testing, and selection process to fill vacant positions
- ❖ Plan and conduct new employee orientation to foster positive attitude toward Company goals
- ❖ Advise management in appropriate resolution of employee relations issues
- ❖ Respond to inquiries regarding policies, procedures, and programs
- ❖ Responsible for administration of benefit plans; vendor liaison and open enrollment
- ❖ Perform benefits administration to include claims resolution, change reporting, preparing and approving invoices for payment, and communicating benefit information to employees
- ❖ Assist with maintenance of HRIS and support for Associate Benefits; may include data entry, benefit load, compliance letters, etc
- ❖ Assist with associate training and management coaching; exempt and non-exempt
- ❖ Responsible for the filing of disability and worker's compensation claims; leave of absence administration

**Title (same co.)**

7/yy – 10/yy

- ❖ Serve as HR partner to business owners. Responsible for providing HR technical support in all areas of HR and assuring HR business alignment
- ❖ Responsible for recruitment and new hire orientation; including job postings, coordination of interview schedules, pre-employment testing, applicant tracking and job file management
- ❖ Administrative maintenance of HRIS and support for Associate Benefits; to include data entry, benefit load & compliance letters
- ❖ Serve as first point of contact for associates for all HR technical areas; benefits, employee relations, staffing & payroll
- ❖ Responsible for resolving employee relations issues, assuring company's risk is eliminated and/or minimized.
- ❖ Assist with associate training and management coaching; exempt and non-exempt. Soft skill and/or legal training
- ❖ Mentor to HR Coordinator and assist in associate HR development
- ❖ Leave of absence administration; including management training
- ❖ Serve as facilitator of non-exempt Associate Feedback Team

**Company Name, City, State**

9/yy – 6/yy

**Title**

- ❖ Implemented and managed the coordination of HR programs, policies and systems
- ❖ Performed regularly scheduled audits for compliance documentation to include licensure and 90-day evaluations
- ❖ Reviewed personnel action forms to ensure accuracy of data entry into the HRIS system
- ❖ Assisted in the documentation of corrective action and employee separations
- ❖ Ensured timely processing of recruitment, benefit and other HR related paperwork
- ❖ Coordinated and track FMLA requests to include generation of notification letters
- ❖ Served as point of contact and provide support to field HR Generalists
- ❖ Facilitated new hire orientation classes

**Company Name, City, State**

6/yy – 9/yy

**Recruiter**

- ❖ Recruited and screened applicants to fill exempt and non-exempt vacancies

- ❖ Scheduled interviews and participated in job fairs
- ❖ Screened resumes to include Internet research and conducted phone screens with candidates
- ❖ Created and maintained job files for each position to include job description, applicant tracking logs and interview notes
- ❖ Responsible for writing and placing job advertisements
- ❖ Assisted with development of job descriptions
- ❖ Facilitated new hire orientation classes

**First Mi Last**

**Page 2**

**Company Name, City, State**

5/yy – 3/yy

**Human Resources Generalist**

- ❖ Served as primary HR point of contact for a 350+ employee distribution center
- ❖ Designed and facilitated training for management staff on various company policies and procedures
- ❖ Attended skip-level meetings with managers to assist with employee relations action planning/resolution
- ❖ Counseled managers and supervisors on Family Medical Leave Act (FMLA) administration
- ❖ Maintained and updated FMLA database to track employee usage
- ❖ Assisted in administration of company health, dental, vision, life insurance, short and long term disability benefit programs
- ❖ Handled recruitment for exempt and non-exempt manufacturing and administrative positions
- ❖ Successfully recruited 400 manufacturing associates within a 30-day period
- ❖ Assisted with preparation and development of new job descriptions
- ❖ Planned and conducted new hire orientation activities for new hires
- ❖ Responded to unemployment claims and processed employment verifications
- ❖ Ensured offer letters and new hire paperwork was completed, as well as background checks and drug screens
- ❖ Attended and coordinated job fairs and career day activities
- ❖ Performed exit interviews for terminated associates
- ❖ Handled employee complaints, conducted investigations and advised management on appropriate action
- ❖ Provided advice and counsel on corrective actions and termination processes
- ❖ Utilized data in employee relations database to analyze potential trends across business units
- ❖ Entered pay and status changes into PeopleSoft
- ❖ Advised management staff on compensation plans for exempt and non-exempt employees to ensure accuracy and consistency
- ❖ Comprised action plan narratives based on workforce analysis and underutilization reports
- ❖ Coordinated site Affirmative Action Plan and worked with legal counsel to build action plans

**Human Resources Specialist/Clerk**

6/yy – 5/yy

- ❖ Maintained applicant-tracking database for internal and external resume flow
- ❖ Managed internal and external job postings
- ❖ Coordinated interview schedules with hiring managers and potential candidates
- ❖ Coordinated billing for background checks and drug screenings
- ❖ Processed termination information to include COBRA and HIPPA
- ❖ Administered programs and policies in compliance with applicable employment laws

**EDUCATION**

BS in Mass Communications, College or University Name, City, State YYYY – Concentration in Public Relations  
 Professional Human Resources certification course, College or University Name, YYYY  
 FMLA Master Class Virginia Employers, Location, October yyyy  
 OSHA Recordkeeping course, Location, October yyyy

*References available upon request*