ROBERT SMITH

# Lead Human Resource Manager

### info@website.com | LinkedIn Profile |Website.com

Accomplished Human Resource professional with 7 years' experience in Employee Relations, Compensation and Benefits, and Training while coaching managers to ensure compliance with company policies and procedures, as well as state and federal laws. A strategic and well-rounded team player who delivers results to enable organizational success.

# EXPERIENCE

## Lead Human Resource Manager

### ABC Corporation - APRIL 2007 – OCTOBER 2013

* Worked in coordination with corporate hr to establish and restructure policies and procedures.
* Prepared monthly reports focusing on key performance indicators such as absenteeism, turnover, and safety incidents and recommended corrective action procedures.
* Managed various employee relations issues such as performance and discipline, through employee counseling involving collaborative efforts between management and employees.
* Coordinated and/or conducted management training in interviewing, hiring, terminations, promotions, performance review, safety, and discrimination.
* Processed bi-weekly payroll for two facilities which included compiling data such as pay rates, hours worked and withholdings.
* Recruited, interviewed and selected all levels of exempt and non- exempt employees.
* Administered benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.

## Human Resource And Administration Manager

### ABC Corporation - APRIL 2006 – MARCH 2007

* Processed bi-weekly payroll which included compiling data such as pay rates, hours worked and withholdings.
* Prepared monthly reports focusing on key performance indicators such as absenteeism, turnover, and safety incidents and recommend corrective action procedures.
* Recruited, interviewed and selected all levels of exempt and non- exempt employees.
* Managed various employee relations issues such as performance and discipline, through employee counseling involving collaborative efforts between management and employees.
* Administered benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of

absence, and employee assistance.

* Prepared employee separation notices and related documentation, and conducted exit interviews to determine reasons behind separations.
* Developed and implemented an emergency action plan, accident investigation program and other safety policies for site.

# EDUCATION

* Bachelor Of Arts in Speech/Organizational Communication - (University Of Alabama)

# SKILLS

Human Resources, Problem Resolution, Excel, Word, Power point, Ms Project, Macintosh

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