

ROBERT SMITH

Lead Human Resource Manager

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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