***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

[**www.Website.com**](http://www.Website.com)

***SKILLS***

Microsoft Office, Human Resources, Administrative , Netsuite

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Human Resource Manager II***

# PERSONAL STATEMENT

Certified Human Resource Generalist with 13 years experience in the manufacturing industry including 9 years in office administration and human resources. 15 Years experience in the hospitality industry including 4 years in management. Strong knowledge of FALSA, FMLA, HIPPA, Unemployment Compensation, EEOC, ISO 14001 Environmental training, OSHA, QS 9000 and TS 16949.

# WORK EXPERIENCE

## Human Resource Manager II

### ABC Corporation - January 2011 – August 2011

*Responsibilities:*

* Assist managers with caregiver development programs to manage a sustainable recruitment plan.
* Conducts recruitment activities, pre-employment hiring process, setting up and preparing orientations through the direction of regional managers, scheduling coordinators, and senior nurse manager.
* Include creating personnel files, credential tracking, auditing, and attendance records.
* Implement the performance evaluation schedules and ensure managers perform assigned evaluations within the specified times.
* Represent the organization at personnel-related hearings and investigations pertaining to the disciplinary processes.
* Manage company benefits programs manager unemployment and workers compensation claims with the director of clinical services and operations manager.
* Include assessing the reason for claims and strategic goals to reduce claims.

## Human Resource /Purchasing Coordinator

### ABC Corporation - December 2005 – December 2008

*Responsibilities:*

* Developed, implemented, and maintained on-the-job safety training for all associates.
* Maintained payroll records, personnel records, training records and files while following the hippa guidelines.
* Coordinated safety related activities such as safety incentive programs.
* Entered invoices, and all other debits, credits, or voided information into computer system (plexus).
* Plant environmental management rep administered and maintained the environmental management system to the iso 14001. 2004 standard.
* Worked with 3rd party registrar to facilitate the iso 14001 environmental audit.
* Serve as a link between management and employees by handling questions, interpreting, and administering employee contracts.

# Education

Associate Of Science in Business Management - 1989(Paducah Community College - Paducah, KY)