

ROBERT SMITH

Objective

Experienced Human Resources professional for more than thirteen years including planning, developing, implementing, and evaluating personnel and labor relations strategies as well as programs and procedures to address the organization's human resource requirements. Effectively manage the human resource needs of approximately 80 employees in a financial services industry.

Skills

Word, Excel, Payroll, HRIS, Human Resources, Hiring, Training, Team Building, Budgeting, Supervisor, Business Development, Office Management

Work Experience

Payroll/Human Resource Manager

ABC Corporation - 2006 – November 2014

- Applied fundamental business and human resource concepts to establish and maintain effective work relationships with staff, managers, and the organization.
- Maintain professional competence, knowledge, and skill necessary for the satisfactory performance of all assigned responsibilities.
- Calculated and processed employee payroll on ADP system and completed payroll reports. Process all salary changes due to merit increases, promotions, and all other pay adjustments.
- Ensure that all necessary documents are received and processed correctly. Supply to the president/CEO the human resource report presented to the board of directors.
- Assist the management staff with the interpretation of uaw contract language. Work with department managers in writing and placing job vacancy postings and ads.
- Conduct new employee orientation program, ensuring all necessary forms and documents are completed. Providing them with pertinent and accurate information, notifying necessary health/insurance providers.
- Updating all ADP records of changes and contacting associated necessary entities. Act as a liaison between employees and insurance carriers to resolve problems and clarify benefits.

Human Resource Assistant

ABC Corporation - 2001 – 2006

- Calculated and processed employee payroll on ADP and completed payroll reports.
- Entered and distributed human resource related payables to the accounting department.
- Assisted with the hiring process, including testing all new applicants, complete background checks to verify employability.
- Prepared personnel folders and documentation for new hires including sending out information packets to new hires and assisting them with preparing tax forms.
- Worked with the management team to ensure the accuracy of reports to meet union requirements.
- Assisted with the coordination of member drives and branch grand openings.
- Coordinated self-study programs and ensured all staff completed the required number of courses.

Education

Bachelor Of Science in Travel And Tourism Management - 2004(Rochester Institute Of Technology - Rochester, NY)Diploma - (Grant High School - Fairmount, IN)