ROBERT SMITH

**Assistant Human Resource Manager**

**info@website.com | https://Website.com**

Competent, results-driven professional with an in-depth background of over 8 years in areas such as human resources, employment services, office management, and payroll. Have over 4 years of experience working with the diverse population to include seasonal farm workers, dislocated workers, ex- felons, veterans and disabled individuals. Assisted residents with job preparation and training that resulted in gainful employment.

**MAY 2013 – PRESENT**

## ASSISTANT HUMAN RESOURCE MANAGER - ABC CORPORATION

* Oversee the operation and administration of the human resources department. Participate in budgeting activities including completing monthly variance reports.
* Manage recruitment including posting job ads, arranging interviews and pre- screening applicants. Recruit and facilitates the selection and hiring of management employees.
* Monitor and coordinate all labor and/or employee-related claims, litigation, and counseling. Coordinating training schedules and activities, and conducting training.
* Plan, organize and facilitates employee functions including the annual pineapple race, housekeeping week and employee pool party.
* Attend monthly conference calls with corporate hr and hr from other properties. Verify personnel action forms and other payroll items and enter in the payroll system.
* Inform controller of any discrepancies or inconsistencies in payroll reporting. Prepare a variety of reports, including overtime report and expense reports.
* Prepare the payroll journal and year-end closing entries and upload into the intaact system.

**SEPTEMBER 2011 – MAY 2013**

## EMPLOYMENT SPECIALIST - ABC CORPORATION

* Conduct orientations monday - thursday explaining the jobs program assist lake havasu city residents receiving cash assistance to reach self sufficiency through employment.
* Schedule initial case management appointments and complete enrollment in to the program.
* Review clients completed assessments addressing any barriers by referring clients to partner agencies or through providing supportive services such as childcare and transportation assistance.
* Develop an employment plan with client t which is a legal binding contract

assigning participation such as job search, vocational training and work experience.

* Practice full engagement with clients in order to meet monthly performance measures and ensure case accuracy.
* Scan all paperwork in to resworks in a timely matter and submit all reports on time.
* Complete all required trainings and do necessary community outreach in order to maintain good partner relationships.

# EDUCATION

BACHELORS in Business Administration - (Cal State University)ASSOCIATES in Computer information Systems - (Riverside Community College)Associate Of Arts in Political Science - (Dekalb College - Decatur, GA)

# SKILLS

HR Manager, Training & Development, Training & Development, Payroll And Benefits, Employee Relations, Reports

2