

# ROBERT SMITH

## Assistant Human Resource Manager

[info@website.com](mailto: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