**SUMMARY**

To obtain a challenging position offering growth and advancement opportunities with an organization in which experience in Human Resources Management, recruiting, benefits administration, education training and employee relations experience are value.

**CORE COMPETENCIES**

Microsoft Office, Data Entry, Customer Service, Management, Type 47 Wpm, Access,

**PROFESSIONAL EXPERIENCE**

# Human Resource Manager II

## ABC Corporation ­ 2016 – Present

**Key Deliverables:**

* Served as a liaison between management and employees by handling questions, interpreting current regulatory requirements and employee relations.
* Assisted employees and referred them to the employee assistance program and other community programs available.
* Completed weekly change of status, time edits, vacation, personal, and sick time. Onboarding process ­ identified staffing vacancies to maintain workforce requirement.
* Developed a process for temporary employee conversion to a full­time employee.
* Workers compensation ­ coordinated all activities relating to workmens compensation including claim reporting, return to work and follow­up documentation.
* Tracked results to identify and implement changes within the organization to improve the moral, work environment, and retention.
* Developed reward and recognition programs which significantly improved employee morale.

# HUMAN RESOURCE MANAGER

## ABC Corporation ­ 2012 – 2015

**Key Deliverables:**

* Updated and maintained all personnel information; including medical, dental, short­term disability, vacation, personal time and sick time.
* Assisted in disciplinary action developing written warning/suspensions and termination process.
* Communicated all changes and updates to management on the subject of state and federal standards guideline.
* Coordinated pre­employment physicals and drug screens for all new hires and maintained surveillance with supervisor on individuals places on random testing.
* Coordinated all activities relating to workers compensation; including claim reporting, return to work, follow­up and accident investigation.
* Carried out as safety officer by leading safety committee meetings, coordinated training topics for monthly safety meetings, revised safety policies incentives and distributed safety information.
* Acted as a representative on behalf of the company in matters regarding unemployment issues.

**EDUCATION**

Bachelor in Human Resource Management ­ (DeSales University)