

ROBERT SMITH

Human Resource Manager II

Phone: (0123)-456-789 | Email: website.com | WebsiteWebsite.com

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 full-time employee.
- Workers compensation - coordinated all activities relating to workmens compensation including claim reporting, return to work and follow-up 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, short-term 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 pre-employment physicals and drug screens for all new hires and maintained surveillance with supervisor on individuals places on random testing.
-

ROBERT SMITH

Human Resource Manager II

Phone: (0123)-456-789 | Email: website.com | WebsiteWebsite.com

- Coordinated all activities relating to workers compensation; including claim reporting, return to work, follow-up 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)
