

Human Resource Manager

ROBERT SMITH

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Objective

Human Resources Manager with experience in multiple areas. Excellence in recruitment strategies, process improvements, employee development and compliance to company policies In-depth understanding of financial goals and implementation of company directives Continually increasing operating efficiency, aiding in the implementation, execution and ongoing validation of standard business processes Specializing in new program start-up and existing program improvement.

Skills

Human Resources, Recruiting, Supervision, Training, Benefits, Labor Relations And HRIS

Work Experience

Human Resource Manager

ABC Corporation - October 2012 - Present

- Counsels with department heads and employees regarding performance reviews, personnel issues, scheduling, benefits, wages, etc.
- Works closely with the store management to ensure maximum employee satisfaction and retention.
- Counsels with the department head and the employee regarding performance reviews, personal issues, scheduling, benefits, wages, etc. Handles and satisfies customer complaints sends follow up letters, and thank you letters.
- Develops effective recruiting and retention programs to facilitate the staffing of the store; coordinates the transfer of employees from one store to another.
- Facilitates the hiring process and may be involved in the interviewing and placement of specified positions.
- Transmits sales, hours, adjustments, and accounts receivable to the corporate office on a weekly basis.
- Prepares employee wage and employment verifications, as well as disability claims, leave of absence requests, and extensions.

HR Assistant

ABC Corporation - June 2012 - October 2012

- Reason for leaving temporary assignment which was replaced by a permanent position at hy-vee.
- Coordinated a variety of administrative duties including facilitating, recruiting, hiring, payroll, performance reviews, orientation, benefits, employee counseling, etc.
- Coordinates the inputting, changing, and deleting of employee information in the VLM system (time and attendance).
- Did orientation and coordinated with factory safety and the location nurse to participate with safety programs for new and current employees.
- Processed all insurance enrollment for new hires and open enrollment for the entire factory.
- Followed through with presentations on human resource topics once per month.

- Coordinates a variety of administrative duties including facilitating, recruiting, hiring, payroll, performance reviews, orientation, benefits, employee counseling, etc.

Education

Bachelor Of Science in Business - 2009(Metropolitan State University - Saint Paul, MN)Diploma - (PCDI School Of Medical Transcription - Norcross, GA)