

HR DIRECTOR

Summary

Human Resource Professional Confident, Resourceful Human Resources professional, with academic background in human resources management and hands-on experience hiring, training, orientating, and developing employees that currently serve in a one person role managing 63 employees for a fast growing organization.

Highlights

- Analytical Skills Good Interpersonal Skills Organizational Skills Communication Skills
- Recruiting and Staffing Performance Management Employee Relations Selection/Recruiting
- Employee Orientation Training & Development Policy & Procedure Writing Detail Organization
- Staff Supervision Employee Records System On-the-job Training Job Analysis
- Cold Calling Internet Sourcing Compensation Labor Laws
- Labor Policies Equal Employment Opportunity Interviewing Discipline Issues
- Social Networking Recruitment Advertising Campus Recruiting OSHA Standards
- Employee Grievance Employee Verification Screen/Schedule Candidates Community Outreach
- Computer Skills
- Microsoft Office Word Excel Outlook PowerPoint Publisher Health Care IS
- HRIS Systems PeopleSoft Child Care IS Day Care Software QuickBooks Data Input

Accomplishments

Devised a successful recruiting plan for my employer, which resulted in 25 new employees in 2-months.

Experience

Company Name January 2014 to January 2015 HR Director
State

- Communicate orally and written with children, parents, staff, volunteers, guardians, therapist, case workers with a variety of economic backgrounds, with clear and precise understanding withholding confidential or sensitive information with discretion.
- Develop, implement, and monitor training programs suitable for employee retention.
- Skilled in identifying problems, and determining accurate and relevance of information, by using sound judgment to generate and evaluate an alternative while making a decision.
- Develop policies and procedures, to include researching, drafting, editing and revising according to the federal, state, and county laws as well as assuring these policies and procedures are met.
- Pre-screen to ensure candidate is a strong fit for the position by matching individuals skills with the needs of the organization.
- Knowledge of federal laws eligibility status and procedures pertaining to the full array of benefits in order to provide advice and support to claimants.
- Provide facility with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops and leadership development education.
- Ability to interpret and analyze material and make well adjusted decisions from the analysis.
- Hiring staff and managing the overall image of the facility; developing job descriptions, interviewing candidates, maintaining staff development and education and, as well as, managing disciplinary processes.
- Ability to work with individuals to access needs, provide assistance, resolve problems, as well as satisfy any expectations.
- Ability to use data input software, methods, and procedures to meet the needs of the consumer; input and data retrieval and provide correspondences.
- Enter employee data accurately and efficiently into recruiting database; employee sick leave, vacation, work hours, pay, and annual leave.
- Served as Liaison between the agency and media/ advertising/sponsorships Create a budget and provide budget reports for events.
- Coordinates and administers the new hire on-boarding process.
- This includes ensuring all new hires have gone through all pre-employment requirements, maintains contact through the process with new hires and greets and reviews first day requirements with new hires and conducts new hire orientation.
- Responsible for operational and technical HR duties to include: computer entry and file maintenance; new hire orientation; maintenance of confidential personnel files and personnel actions in compliance with applicable legal requirements; maintain computer employee data information; miscellaneous employee requests; assist in exit process.
- Makes copies, faxes documents, prepares and processes mail and performs other clerical functions.
- Review for accuracy and completeness all data and documents required to process new hires, pay transactions, terminations, leave of absences, and other employee transactions for employees.
- Ensure that the appropriate forms and documents have been initiated for all of these transactions in a timely manner.
- Contributes to team efforts by accomplishing related results in a cooperative and supportive manner.
- Reviewing current organizational effectiveness and making recommendations for improvements.
- Answers routine payroll/Kronos questions for managers and employees, and assists with problem solving.
- Acts as a liaison between employees and the service center to resolve problems and clarify questions or concerns Facilitate updates and random notifications for drug testing programs Responsible for overseeing personnel functions including compensation, benefits administration, FMLA, and compliance with Federal/State employment regulations.
- Works collaboratively with the management team to solve problems, set directions, and respond to health care business challenges.
- Ensures the development of departmental plans, goals, mission, policies/procedures, and budget.
- Managing and motivating staff to increase productivity and ensure business efficiency.

- Practices open-door policy to encourage employees to discuss grievances.
- Facilitates peer-to-peer and employee-manager discussion/mediations.
- Recommends and facilitates employee recognition, efforts, and events.
- Analyzed employment-related data and prepared required reports.
- Developed creative recruiting strategies that met anticipated staffing needs.
- Managed all phases of recruitment, including defining hiring management needs and posting available positions.
- Contacted all job applicants to inform them of their application status.
- Thoroughly explained the employee handbook during new employee orientations.
- Conducted more than 60 interviews.
- Conducted reference and background checks on all job applicants.

Company Name January 2010 to January 2014 Administrator Farrow
State

Company Name January 2005 to January 2008 Event Specialist
State

Company Name January 1996 to January 2005 Assistant Director
State

- South Carolina Notary Public.
- CPR and First Aid.

Education

Webster University 2015 Financial Accounting * Managerial Accounting * Business Statistics * Business Law * Business Applications/Software * Finance * Business Communications * Business Management * Marketing * Marketing * Management * Quantitative Methods * Human Resources Management * Contemporary Issues In Management * Organizational Theory * Business Policy * International Business * Production Management * Microeconomics * Macroeconomics * Labor Relations * Accounting Information Systems * Entrepreneurship. : Human Resources Management / Management and Leadership GPA: GPA: 3.45 GPA: 3.45 Human Resources Management / Management and Leadership Managing Human Resource * Organizational Behavior * Basic Finance for Managers * Training and Development * Employment Law * Staffing and Selection * Compensation * Labor-Management Relations * Integrated Studies in Human Resource Management * Management * Management and Strategy * Managerial Leadership * Organization Development and Change * Integrated Studies in Management.

Benedict College 2013 BS : Business Administration Business GPA: Management Honors Graduate Cum Laude GPA: 3.5 Business Administration Management Honors Graduate Cum Laude GPA: 3.5 Business

Skills

Accounting, Advertising, Analytical Skills, agency, Basic, benefits, benefits administration, budget, Business Communications, Business Law, Business Management, Child Care, clarify, clerical, Cold Calling, Communication Skills, Interpersonal Skills, conferences, Makes copies, CPR, database, drafting, editing, Employee Relations, faxes documents, Finance, Financial Accounting, First Aid, forms, Government, Hiring, HRIS, Human Resource Management, Human Resource, HR, Human Resources Management, image, Information Systems, International Business, Job Analysis, Kronos, Labor Relations, Leadership, leadership development, Law, legal, Managerial, Managing, Managerial Accounting, Marketing, meetings, access, Excel, mail, Microsoft Office, Outlook, PowerPoint, Publisher, Word, Works, Negotiations, Networking, Notary Public, Organization Development, Organizational Skills, Organizational, payroll, PeopleSoft, Performance Management, personnel, Policies, Develop policies, Pricing, problem solving, Procedure Writing, processes, Procurement, Production Management, QuickBooks, file maintenance, Recruiting, Recruitment, researching, sound, staff development, Staff Supervision, Staffing, Statistics, Strategy, training programs, workshops, written