

HR ASSISTANT

Highlights

- Interviewing expertise
- Employee Relations
- Manager Coaching and training
- Event management
- Employee Handbook development
- Staffing and recruiting professional
- Off-boarding

Accomplishments

- Organized HR Generalist effective at record maintenance and assuring compliance with government employment regulations at all times.
- Personable HR Generalist versed in recruiting top employees to automotive companies and innovative start-ups.
- Experience with public speaking on college campuses to attract new talent.

Experience

HR Assistant

September 2015 to Current Company Name i¼ City , State

- Advise managers on organizational policy matters and recommend needed changes.
- Conduct new employee orientation to foster positive attitudes toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and help resolve work-related problems.
- Address inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.
- Created and implemented the exit interview program process.
- Advise top management on appropriate employee corrective actions.
- Create and modify job descriptions within all departments.
- Work with senior-level management to create fair and consistent HR policies and procedures.
- Work with HR advisors and HR representatives on establishing consistent hiring practices.
- Create and manage more than 100 confidential personnel records.
- Facilitate monthly meetings to develop strategies that will positively influence workplace relationships.
- Support 77 employees at all levels, including executive leadership.

Experience Specialist

November 2011 to September 2015 Company Name i¼ City , State

- Prevented store losses using awareness, attention to detail and integrity.
- Cross-trained and provided back-up for other customer services representatives when needed.
- Generated sales inventory reports in Excel with data from a variety of sources, maintaining a 100% accuracy rate.
- Prepared and sold a broad range of customized merchandise to individuals and commercial accounts.
- Resolved product issues and shared benefits of new technology.
- Successfully interacted with customers and retail buyers to expedite orders.
- Compiled weekly monetary reports and records for store managers.
- Maintained adequate cash supply in cash drawers in multiple checkout stations.
- Managed cash stock and inventory balances accurately.

Clerk/Store Manager

June 2002 to January 2012 Company Name i¼ City , State

- Was promoted to store manager after 3 weeks as a clerk.
- Managed a team of 7 professionals.
- Reduced and controlled expenses by developing an inventory control process that was later used in all local stores.
- Delivered excellent customer service by greeting and assisting each customer.
- Addressed customer inquiries and resolved complaints.
- Designed and implemented customer satisfaction metrics.
- Stocked and restocked inventory when shipments were received.
- Reorganized the sales floor to meet company demands.
- Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts.
- Determined staff promotions and demotions, and terminated employees when necessary.
- Completed weekly schedules according to payroll policies.
- Maintained daily records of all transactions.
- Wrote order supply requests to replenish merchandise.
- Trained staff to deliver outstanding customer service.
- Addressed and corrected sales staff communication issues in a tactful and effective manner.

Student worker/Multiple departments

May 2004 to May 2011 Company Name ¼ City , State

- Inspired students to translate their academic interests into the real world by taking positive actions.
- Initiated thought-provoking classroom discussions to help students develop their critical thinking abilities.
- Emphasized the importance of academic honesty with students and instructed them on proper citation of research sources.
- Maintained athletics yearly budget with 100% accuracy.
- Consoled undergraduates in regard to educational and professional goals.
- Proctored yearly final exams at the end of each semester.
- Maintained strong ties with alumni to foster long-term support with the school.

HR Generalist

January 2004 to May 2007 Company Name ¼ City , State

- Conducted benefits administration for 30 benefit-eligible employees.
- Designed the employee performance evaluation process and merit program.
- Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.
- Created and implemented the exit interview program process.
- Advise top management on appropriate employee corrective actions.
- Created and modified job descriptions within all departments.
- Worked with senior-level management to create fair and consistent HR policies and procedures.
- Developed 2 employee handbooks, including design and layout.
- Guided the startup and management of all HR operations, systems and programs for a new location within the company.
- Supported 30 employees at all levels, including executive leadership.

Education

BACHELOR OF ARTS : ORGANIZATIONAL LEADERSHIP MANAGEMENT AND HUMAN RESOURCE MANAGEMENT , 2011

Lourdes College ¼ City , State ORGANIZATIONAL LEADERSHIP MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

ASSOCIATE OF ARTS : 2006 Lourdes College ¼ City , State

Interests

Swimming, bike riding, camping, crocheting, crafts, and a variety of family activities.

Skills

academic, A.I., attention to detail, back-up, benefits, benefits administration, budget, cash receipts, Coaching, contracts, critical thinking, customer satisfaction, customer services, excellent customer service, customer service, Employee Relations, Event management, hiring, HR, inventory, layout, leadership, meetings, Excel, organizational skills, organizational, payroll, personnel, policies, problem-solving, reconciling, recruiting, research, retail, sales, Staffing, store manager, employee handbooks