

## HR GENERALIST

### Experience

08/2017 to Current

HR GENERALIST Company Name i¼ City , State

- Recruited to help open new company sales team in TX and NC, guiding senior management on pay and compensation for contract positions.
- Worked with senior leadership to create HR policies and procedures; recruit employees; updated HRIS system for tracking time and attendance, PTO benefits, and employee applicant log.
- created training manual; conducted job evaluations and analysis for created pay ranges and competencies.
- Implemented programs and policies in the areas of training and development, compensation structures, new- employee orientation.
- Cut payroll expenses by 16% by implementing a time clock system and policy company-wide, and monitoring time and attendance.
- Revised job descriptions and created competency checklists for 25 positions company-wide in three states.
- Shadowed and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Continued...

06/2015 to 05/2017

HR GENERALIST Company Name i¼ City , State

- Partnered with employees and management to communicate various HR policies, procedures, standards and regulations.
- Reviewed applications and paperwork/collected all necessary documents Answered multiple phone lines, greeted candidates Conducted employment verification, reference checks, credit checks Screened resumes, scheduled and conducted interviews, composed Congratulatory Letters.

10/2013 to 05/2015

Owner / Chef Company Name i¼ City , State

- Oversee daily operations of quaint catering company specialized in Mexican and Italian cuisine, unique beverages, and chocolate confectionaries.
- Manage all details related to the safe preparation, delivery, and setup of diverse food orders serving up to 100 guests.
- Interface with clients to gather critical event details, learn of specific food preferences, and recommend appropriate menu items and quantities.
- Coordinate the planning, ordering, purchasing, and storage of food, equipment, and supplies.
- Sole preparer of food orders, operating smokers, grills, food warmers, and various other pieces of equipment.
- Manage all bookkeeping, budgeting, and accounting.
- Skillfully learned and managed entire business startup.
- Applied for all permits and licenses, established company brand and marketing materials, created menu and pricing, and implemented advertising campaigns.
- Established market-competitive price points while maintaining superior quality standards.
- Led company in achieving 28% profit in first year.
- Established and manage partnerships with food suppliers to acquire the freshest foods and ingredients on time to prepare orders.
- Advertise business through print, digital, social media, and local radio stations, and through partnerships with local area businesses.
- Earned high rate of repeat and referral business and word-of-mouth promotion.
- Developed and manage partnerships with restaurant supply stores to purchase needed equipment, tools, supplies, and packaging materials.

01/2008 to 01/2010

Kitchen Manager Company Name i¼ City , State

- Oversaw daily kitchen operations, leading team of 10 in the safe preparation of guest food orders.
- Operated pizza ovens, grills, and industrial cleaners.
- Kept kitchen area in pristine condition in line with safety regulations.
- Managed inventory of food and supplies.
- Resolved problems related to customers or team dynamics.
- Additionally, assisted in overseeing front-of-the-house operations, including the counting and balancing of drawers after each shift.
- Successfully aligned all team members--diverse personalities, work styles, and backgrounds--around shared goals, and led team in providing customers with exceptional dining experiences.
- Trained employees on kitchen protocols; safe food handling, preparation, and storage; food portioning, plating, and presentation; cleaning of grills, equipment, and surfaces; and how to count drawers, operate the POS system, and close the restaurant.

01/1999 to 01/2001

Assistant Restaurant Manager Company Name i¼ City , State

- Assisted general manager and chef in overseeing daily operations, planning menus and daily specials, hiring and

- training employees, and preparing and serving lunch orders.
- Planned and executed for special events serving up.

## Education

2017

Master of Business Administration : HR Management ASHFORD UNIVERSITY 1/4 City , State to 2,500 guests. HR Management Managerial Finance, Financial and Managerial Accounting, Economics, Managerial Marketing, Organizational Behavior, Business Law, Operations Management, Strategies for HR Management Project: Reviewed and analyzed more than 30 years of business research to compare the two primary approaches for filling open positions: hiring externally or promoting from within. GPA: 3.9 Member of Golden Key International Honors Society, Recipient of Ashford University Alumni Scholarship

2008

Bachelor of Arts : Business ASHFORD UNIVERSITY 1/4 City , State Business

April 2018

Sigma Six Yellow Belt Certification (2018) PHR Certification (Professional Human Resources Tentative

## Summary

HR generalist with 3 years of experience and 10 years of management experience seeking a position as an HR Generalist in a company where I can grow further and improve my skills in Human Resources. Extensive background in HR Generalist affairs, including experience in employee recruitment and onboarding, conflict resolution, benefits and compensation, payroll administration, policy development and implementation and training and development. Demonstrated success implementing numerous policies and implementations, updated personnel manuals and files, job descriptions, benefits packages, and conducted job analysis to provide pay ranges for various positions.

## Highlights

Employment Law Onboarding FMLA/ADA/EEO Employee Relations HR Policies and Benefits & Administration Procedures Payroll Administration Staff Recruitment & Retention HRIS applications (Paychex, Paychex Flex) MS Office (Word, Excel, PowerPoint, Outlook)

## Skills

accounting, ADA, advertising, benefits, Benefits & Administration, bookkeeping, budgeting, Business Law, business research, business startup, competitive, credit, clients, delivery, Economics, Employee Relations, training employees, special events, senior management, filling, Finance, Financial, general manager, hiring, HRIS, Human Resources, HR, inventory, Italian, leadership, Law, Letters, Managerial, Managerial Accounting, market, Marketing, marketing materials, materials, Excel, MS Office, Outlook, PowerPoint, Word, Operations Management, Organizational, packaging, Payroll, Policies, POS, pricing, profit, promotion, protocols, purchasing, quality, radio, Recruitment, safety, sales, Sigma, phone, unique