

## HR GENERALIST

### Summary

A people-oriented, results-driven professional with outstanding communication skills. Extensive experience delivering top-quality solutions for high-profile clients. Seeking to

obtain a position which would allow me to apply my current knowledge, obtain new information and grow with a company.

### Highlights

Word, Excel, PowerPoint, Darwin, Act, Attendance Advisor, ERP/AS400, HRIS, ADP Payroll, Paycor, Internet Explorer, Outlook, Kronos, IFAS, PeopleSoft, Epicor, Winpak, E2, WASP

### Accomplishments

Created and implemented Employee Requisition Procedure

Developed and executed Employee Internship/Co-Op Program

### Experience

HR Generalist Sep 2014 to Current

Company Name - City , State

- Built the department from the ground up as the first HR person.
- This involved putting policies and procedures in place to ensure compliance with State and Federal law.
- A significant amount of time and energy has been spent building relationships with Management and employees.
- Provide advice and consultation to Supervisors and Executive Management for all employment related matters.
- Administer employee benefits, payroll, workers compensation, FMLA and personal leave, unemployment and training.
- Conduct workplace investigations from beginning to end.
- Ensure compliance with ACA.
- Facilitate employee engagement.
- Recruit for open positions, conduct employee onboarding, and exit interviews.
- Provide weekly and monthly reports to Managers and Executives.

HR Representative Jul 2014 to Aug 2014

Company Name - City , State

- Administer employee benefits, unemployment, FMLA and short term disability leaves.
- Process wage progressions and revise manpower report on a weekly basis.
- Provide advice and recommendations to managers relating to employee conduct, performance improvement, disciplinary actions and terminations.
- Conduct grievance meetings with union representatives.
- Keeping an open line of communication with employees, managers and union representatives is a vital component of this position.

Human Resources Coordinator Mar 2014 to Jul 2014

Company Name - City , State

- Process HR transaction requests from Chrysler facilities around the U.S. and Canada into the PeopleSoft HR system.
- Responsible for ensuring each request is complete and is compliant with the organizations SOX guidelines.

HR Generalist Nov 2013 to Feb 2014

Company Name - City , State

- Update employee attendance and issue disciplinary action as necessary.
- Schedule and conduct hearings for employees in order to determine higher levels of discipline in relation to attendance and code of conduct violations.
- Conduct workplace investigations in response to employee complaints. This requires interviewing the claimant, accused, witnesses, collecting documentation, creating investigative reports and making recommendations for a plan of action.
- Recruit for open positions, process new hire and termination documents.

HR Representative Jul 2012 to Sep 2013

Company Name - City , State

- Administer workers compensation claims, unemployment claims, wage progression, employee evaluations, exit interviews and leaves of absence (family medical, personal and short term disability).
- Assist with updating the attendance system, earned personal days, grievances, employee benefits and 401k.
- Update manpower report weekly and release to management.
- Recruit open positions.
- Conduct new hire orientations.
- Familiar with union contract.

- Work closely with union representatives and managers.

HR Manager Jan 2002 to Jul 2012

Company Name - City , State

- Provide advice and consultation on employment related matters including federal and state employment laws, employee handbooks, disciplinary action and termination.
- Investigate and assist in resolving employee and client complaints.
- Serve as a liaison for clients in order to resolve complex human resources problems with creative solutions.
- Serve as a consultant for all human resources matters, including: unemployment, workers compensation, employee benefits, and employee perks.
- Oversee and administer all of the workers compensation claims from injury until they are closed by the workers compensation carrier.
- Direct benefits administration.
- Assist clients in writing and implementation of their employee handbook
- Ensure all HR items are completed as promised by the required deadlines.
- Post job openings, screen applicants, conduct interviews and provide recommendations for hiring decisions.
- Conduct new hire orientation and ongoing training
- Strong communication with other departments is essential to ensuring all tasks are done properly and timely.

Education

MBA , HR Walsh College - City , State

HR

Bachelors Degree Walsh College - City , State

Professional Affiliations

2014-Present Michigan Judo Development Association Board Member

2014-Present Certified Nage No Kata Instructor

2006-Present Society for Human Resource Management

1995-Present Volunteer Judo Instructor

1998-1999 United States Olympic Training Center Resident-USA Judo

Skills

ACA, ADP Payroll, AS400, benefits, benefits administration, consultation, ERP, hiring, HRIS, Internet Explorer, Kronos, labor relations, Excel, Outlook, PowerPoint, Word, organization development, payroll, PeopleSoft, personnel policies, recruitment, SOX, employee handbook