

HR ASSISTANT

Summary

Hard Worker, Dedicated, Detailed Oriented, Experienced, Organized, and Highly Motivated. These are just some of the many attributes in which I possess as an individual. With over 5 years of experience in Human Resource administration and customer service, I have the talent to quickly adapt to new challenges. Within my experience, I focused on benefits administration, payroll, career development and employment law.

Highlights

- Assigned administrative assignments on a daily basis
- Implemented employee's handbook
- Processed documentation for employees
- Conducted employees' performance reviews
- Managed Employee Scheduling
- Coordinated with upper level, co-worker and lower level
- Teamwork oriented
- Processed new recruits
- Processed payroll
- Performed background check
- Managed inventory supplies
- Secured new wholesale food purveyor to decrease costs and increase profits

Accomplishments

Accomplishments at Pho n More Restaurant

- Managed restaurant financial objectives by developing financing, establishing banking relationships
- Prepared strategic and annual forecasts and budgets by analyzing variances, initiating corrective actions, and establishing financial controls
- Developed and implemented strategies to increase average meal checks
- Created restaurant business plan by surveying restaurant demand, conferring with people in the community, identifying and evaluating competitors, preparing financial, marketing, and sales projections, analyses, and estimates
- Controlled purchases and inventory by meeting with account manager, negotiating prices and contracts, developing preferred supplier lists, reviewing and evaluating usage reports, analyzing variances, taking corrective actions
- Contributed team effort and inspired team members motivation and provided high level of customer service and maintain a high profile in the day to day operations
- Handled any complaints or contentious issues that cannot be settled directly by team members and provides a fast solution
- Accomplished in campaign Recycle Program, divide the right trash to the right bin

Accomplishments at Dr. Norman G. McKoy & associates

- Demonstrated success in administrative employee handbook, developing team building programs and corporate policies, job descriptions and management reports
- Organized office documents, patients' charts and organized office working areas
- Welcomed new employees to the organization by conducting orientation
- Organized employees' document pockets and maintained employees's confidence and protect operation by keeping human resource information confidential
- Maintained employee information by entering and updating employment and status-change data
- Provided payroll information by collecting time and attendance records
- Provided secretarial support by entering, formatting, and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies

Experience

Company Name City , State HR Assistant 04/2014 to 02/2016

- Increased productivity of the physician's office by organizing patients charts and converting them into digital files, which streamline patient maintenance
- Processed pay roll through Paychex which includes ensured vacation and sick time are tracked in the system, answered payroll questions and facilitated resolutions to any payroll errors
- Processed incoming mails and out going mails
- Successfully edited the employee handbook to define job descriptions, create office policies, patient managing and proper patient reports
- Wrote employee handbook covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information
- Wrote Standard Operations Procedures Manual (SOPs) detailed every aspect of employee expectations
- Designed and implement overall recruiting strategy
- Coordinated with the office manager to recruit the right candidates, administering interviews and conducting background checks
- Processed documentation and prepared reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc)
- Identified and reduced business expenses to increase profits by controlling the budget, compares actual results to the budget expectations

Company Name City , State General Manager 02/2013 to Current

Hostess and waitress 04/2010 to 11/2016

- Promoted to interview and recruit new hires in order to sustain longer hours of operation, thus increased company profits

- Was successful in ensuring the successful integration of new hires by implementing training and compensation structures
- Ordered foods and supplies for the restaurant, checked and maintained inventory, handling daily accounting and processing payroll
- Processed cost reduction through vendors and whole sale
- Increased marketability of the restaurant by designing and creating a new modernized menu
- Prepared and willing to step up when the restaurant is short of staff or low turn over in order to increase productivity and provide the best service
- Maintained a great quality and quantity of the foods and restaurant over all
- Created a Recycle Program by divided the recyclable bin and non- recyclable waste bin

Education

Bachelor of Arts : Humanities/English 2007 THE UNIVERSITY OF THAI CHAMBER OF COMMERCE , City , Thailand

Humanities/English Excelled in Language And Culture, Transportation Management, Critical Reading, Article Writing and Advanced Technical Reading. A A A A

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Master of Science : Human Resource Management 2014 STRAYER UNIVERSITY , City , State , USA

- Human Resource Management magna cum laude 3.64
- Excelled in Human Resources Law, Management, Ethical, HR Information Systems (HRIS) and Strategic Management
- Registered for Professional in Human Resources (aPHR) Certification
- HR Designations: Registering for aPHR (Professional in Human Resources) exam
- Expect to complete aPHR certification in 2017

Professional Affiliations

- Enrolling in ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation, workplace safety/security and OSHA
- Member of Society for Human Resource Management (SHRM)

Skills

Human Resource Management Skills:

- Employment Law
- HR Policies & Procedures
- Training & Development A A
- Performance Management
- Employee Relations and Mediation
- Benefits Administration A A
- Orientation & On-Boarding
- Organizational Development
- Staff Life cycleA

Computer Skills:

- HRIS applications (PeopleSoft Enterprise Human Resources)
- MS Office (Word, Excel, PowerPoint, Access, Outlook)
- E-Mailing tools-MS Outlook, Windows Outlook, Yahoo and Google A A
- Networking Skills- Job boards and Networking sitesA

Soft Skills:

- Professional communication skills and interpersonal skills A
- Bilingual Thai & English
- Excellent adaptability in new environments A
- Hard working, flexible and reliable
- Honest & Polite A
- Sharp decision making
- Excellent customer service skills
- Creative