

HR COORDINATOR

Summary

To obtain a challenging career in the human resource field where I can utilize my capabilities and experiences to achieve goals as well as my personal development.

Highlights

- I have great knowledge of fax machines, printers, copiers, and computers. I type about 45 wpm with a great accuracy I also have Microsoft Word, Excel Access and PowerPoint experience

Experience

HR Coordinator

February 2015 to Current Company Name i¼ City , State

Managed communication regarding employee orientation and open enrollment for benefits. Offered consistent payroll disbursement with accurate record keeping of employee PTO and vacation accruals.

Explained human resources policies and procedures to all employees. Conducted telephone and onsite exit interviews for all employees. Answered employee questions during the entrance and exit interview processes.

Worked closely with HR business partners to facilitate year-end talent reviews and articulate team strengths.

Selected and interviewed candidates for all available positions. Assessed employee performance and issued disciplinary notices.

Worked on 401(k) administration, FMLA and workers' compensation claims and benefits.

Managed over 70 personnel files according to policy and federal and state law and regulations.

Generated employee tracking reports each month.

Managed communication regarding employee orientation and open enrollment for benefits.

Organized employee schedules, department phone lists and business card orders.

Ran queries and reports through the ADP system.

Drafted department-specific employee announcements.

Created social media initiatives for new employee search strategies.

Completed all work with a 95% rate of accuracy.

Resolved personnel issues regarding human resources matters needing clarification, submissions and corrections.

Completed payroll processing from start to finish for more than 65 employees.

â€

â€

Payroll/Staffing Coordinator

June 2012 to Current Company Name i¼ City , State

- Maintains personal employment files Process payroll and set up E-time for employees Reconcile payroll journals and time cards Maintain and manage PTO balances Full On boarding function and recruiting duties Maintain OSHA logs and file workers compensation claims Employee relations liaison with client and supervisors Track and manage the credentials for an employee to maintain compliance Coordinate staffing needs to meet the organization's requirements Monitor overtime accumulation and attendance of employees Manage & facilitate the orientation process Provide facility tours and tests to candidates and newly hired employees Conduct competency checks on new and existing employees.

Tax Clerk/Secretary

August 2007 to June 2012 Company Name i¼ City , State

- Creates control logs Files documents and maps in appropriate sequence and location Maintains personal production records and submits as required.
- Sets up informal review appointments for property owners Receptionist as needed (answer phones, use of computers, copiers, printers, faxes, direct property owners in right direction, take messages, make appointment cards, and etc.) Utilizes multiple resources to determine correct mailing addresses when mail is returned from the Post Office.
- Data entry.

General Appraisal/Data Entry Clerk

November 2006 to July 2007 Company Name i¼ City , State

- Routing (associates field cards with appropriate maps in rational sequence for field work Files documents and maps in appropriate sequence and location Maintains personal production records and submits as required.
- Sets up informal review appointments for property owners Receptionist as needed (answer phones, use of computers, copiers, printers, faxes, direct property owners in right direction, take messages, make appointment cards, and etc.) Utilizes multiple resources to determine correct mailing addresses when mail is returned from the Post Office.

Customer Service Rep

January 2005 to January 2006 Company Name i¼ City , State

- Received cash from customers and employees in payment for goods and services, and recorded amounts received.
- Made change, cashed checks and issued receipts and tickets to customers.
- Recorded amounts received and prepared reports of transactions.
- Read and recorded totals shown on cash register tape and verified against cash on hand.
- Counted cash and reconciled charge sales and cash receipts with total sales to verify accuracy of transactions.

- Compiled reports, such as cash receipts, guest-bill charges and maintained high standards of excellence and sales.
- Provided information regarding activities and location of departments, offices and employees within organization Answer phones, use of computers, copiers, printers, faxes as needed.

Education

AS : Business Management , Present Albany State Technical College Business Management

Skills

cash receipts, cash handling, cash register, client, customer service, Data entry, direction, Employee relations, faxes, fax machines, hiring, inventory, mailing, Access, Excel, mail, Office, PowerPoint, Microsoft Word, payroll, Process payroll, copiers, printers, Read, Receptionist, recruiting, Routing, sales, scheduling, staffing, take messages, answer phones, phone, type, 50 wpm