

## LOGISTICS COORDINATOR

### Summary

To obtain a full-time position with a company that offers opportunities and growth potential, while contributing to the success of my employer. I'm a executive who is a dynamic leader, team player and motivator. I have over 15 years of Human Resources/office experience to contribute to any company or organization. I'm a detail-oriented person with excellent analytical skills and experience with benefits and payroll administration. Along with 10 years of Community service work.

### Accomplishments

- Employee of the Month Award
- Team Player Award

### Experience

July 2013 to November 2013

Company Name City , State Logistics Coordinator

- Rail logistics work in-bounding and out-bounding trains in three different states, for a local railroad
- Ensuring vins from big three and other automotive companies were on the correct trains
- Data Entry of all switch Instructions
- Document train information, along with verifying waybills, for vins correct destination
- Matching waybill numbers
- Ensuring that all information inputted is accurate giving attention to detail

December 2011 to October 2012

Company Name City , State Administrative Assistant/Receptionist

- Answering telephones and welcoming guests. Receiving and directing visitors,
- Word processing, photocopying, filing, and faxing Assist in scheduling and organizing complex activities such as meetings and department activities for members of the Management Team,
- Maintaining/reordering office supplies Coordinate travel arrangement for employees and consultants as necessary Coordinated work activities of subordinates and staff

January 2011 to September 2011

Company Name City , State Project Lead Project Manager assisting 36th District Court with transition from one HRIS/Payroll System ADP 5.0 to ADP HR-B and Workforce Now; servicing 400 employees

March 2008 to October 2008

Company Name City , State HR Coordinator Administered monthly payroll for 30-employees for 3 different sites Managed all employee benefits, building, contents, D&O, liability for multiple sites. Reviewed job descriptions developed by hiring manager, and ensured FLSA compliance Coordinated formal employment offers; pre-employment drug screen and background check(s) Created and maintained employee files; employee database.

June 2006 to February 2008

Company Name City , State HR Specialist Facilitated the hiring and placement process for over 100 different positions Supported disciplinary action and terminations including COBRA administration Conducted employee training of Benefits eXpert and IPAY systems Administered employee welfare benefits and open enrollment Organized return-to-work program, and employee health and safety training Prepared monthly reconciliation for temporary employment accounts.

August 2001 to June 2006

Company Name City , State HR Benefits Administrator Prepared monthly reconciliation for healthcare accounts for BCBS, BCN, HAP, Total Healthcare, Omnicare, Delta Dental, SunLife and Mutual of Omaha Life Insurance, Employee Census Report creation Responded to inquires/concerns regarding employee healthcare benefits Experience with Worker's Compensation, STD/LTD, FMLA, ADA, Child Support Orders, COBRA Administration, LOA, and The Healthcare Reform Act Handled recruitment and placement of union employees Prepared paperwork for new hires and terminating employees with completion of paperwork. Completed ADP system reports for HR compliance

### Education

2016

University of Phoenix

Health care Mgmt

BS BS: Healthcare Administration-HM University of Phoenix -Healthcare Administration w/ a concentration in Health care Mgmt. (Pending)

2013-2016 Accomplishments -Trained 350 staff-members on use of HRIS self-service benefit system, ADP's Benefit eXpert -Ability to handle multiple priorities simultaneously -handle all human resource functions with a high level of confidentiality -Ability to meet deadlines -Ability to work alone or in a team setting -Ability to set a goal, and make sure that goal is carried out to the fullest. -Ability to produce work with a high degree of accuracy and attention to details -Employee of the Month Award -Team Player Award -Conducted new hire orientations quarterly -Implemented an in-house hiring system; also implemented a back-to-work program for all employees on workman's compensation, the DIA is still using today.

### Professional Affiliations

Warren Conner Development Coalition -Detroit

### Skills

Compensation, Healthcare, Hr, Benefits, Cobra, Reconciliation, Adp, Accounts For, Ada, Annuities, Dental, Fmla, Healthcare Accounts, Healthcare Benefits, Leave Of Absence, Life Insurance, Loa, Long-term Disability, Ltd, New Hires, Recruitment, Short-term Disability, Std, Award, Excellent Multitasker, Simultaneously, Team Player, Health And Safety, Terminations, Training, Payroll, Administrative Assistant,

Answering, Faxing, Filing, Office Supplies, Receptionist, Scheduling, Telephones, Word, Adp Hr, Project Manager, Database, Employee Benefits, Flsa, Liability, Detail-oriented, Human Resources, Office Experience, Automotive, Data Entry, Logistics, Railroad