



Free Resume Candidate Reference SIM090420-GA
Candidate for Human Resources Manager/Director -Atlanta

OVERVIEW

Human resources professional with experience in dynamic, professional and client-service focused environments including legal, professional services and mobile marketing. Dynamic ability to foster relationships and collaborate with colleagues, managers and senior management team. Experience encompasses recruitment and on-boarding, HR administration, coaching and development, legal compliance, project management, process improvement and overall implementing of human resource policies, programs and practices.

PROFESSIONAL CERTIFICATIONS & AFFILIATIONS

- PHR certified - HRCI Institute
- Professional Member, Society for Human Resource Management (SHRM)
- Member, SHRM - Atlanta

PROFESSIONAL EXPERIENCE

RECRUITMENT, STAFFING & SELECTION

- Work with hiring managers to profile positions, prepare and post requisitions internally, externally, and utilizing various resources; coordinate and participate in the behavioral interview process; prepare offer letters and welcome packets
- Support university recruitment initiatives (i.e., campus recruiting, career fairs, etc.)
- Maintain applicant tracking system for full time and contract employees
- Initiate background investigations and review reports
- Implemented and streamlined pre-boarding/on-boarding new hire process.

TRAINING & DEVELOPMENT

- Implement training and development based on needs assessments utilizing various internal and external trainers
- Implement and facilitate behavioral interview training
- Facilitate intranet and performance management training for all level of employees.

EMPLOYEE RELATIONS

- Provide strategic coaching to managers at all levels in the areas of performance management,

staffing, compensation, career development, etc

- Communicate uniformed application of policies and procedures
- Respond/coach associates on questions and issues on a day-to-day basis
- Conduct exit interviews to determine issues related to retention
- Act as change agent in support of the implementation of a new HRIS system and new hire orientation program
- Manage reward and recognition programs and coordinate health and wellness activities
- Facilitate talent management process by attracting, developing and retaining skilled associates and foster and support the integration of new hires into the organizations' culture.
- Formulated and implemented a performance management system, including development of competency model, review forms for various skill levels and feedback form.

COMPENSATION & BENEFITS

- Analyze salary surveys to benchmark/prepare proposal for salaries
- Manage salary and bonus planning process and coordinate spot award and employee referral awards process
- Partner with Compensation Consultant to conduct a competitive pay analysis and prepare a base salary structure, including preparing and analyzing job descriptions, market pricing, determining data sources and collection, job matching, and utilizing survey data
- Process HR paperwork (new hire, termination, status change, leave of absence, workers' compensation, benefits, payroll adjustments); coordinate processing with Finance & Administration as needed
- Manage all aspects of benefits to include benefits design, third party benefits administration, administering and processing benefit enrollment/termination forms; updating changes in HRIS systems; partner with broker on benefit renewals; and coordinate open enrollment activities.

LEGAL COMPLIANCE

- Ensure proper documentation and retention for completion of I-9 forms and provide periodic audits
- Ensure local compliance with federal, state and local employment laws and maintain updated federal and state labor law postings
- Collaborate with vendor and senior managers on development of the annual Affirmative Action plan
- Record, manage and track Worker's Compensation cases using OSHA log 300, 301 and 301A forms
- Minimize liability by auditing positions to determine exemption status.

IMMIGRATION

- Partner with legal counsel in managing immigration cases including H1-B's, TN's, L1-B's, and green cards
- Partner with relocation vendor in providing effective relocation assistance to new hires and transferees.

ACADEMIC BACKGROUND

TROY STATE UNIVERSITY, Troy, Alabama

M.S. Public Administration/Personnel Management
B.S. Business Management (cum laude)

WORK HISTORY

06/08 - Present

CONFIDENTIAL COMPANY

HR Manager, Atlanta, GA

11/05 – 06/08

WATSON WYATT WORLDWIDE - various roles

Regional HR Generalist/Business Partner, Atlanta, GA and San Diego, CA(1 year as contractor via Astar Staffing 11/05 – 11/06)

08/04 – 11/05

VARIOUS TEMPORARY ASSIGNMENTS (due to relocating)

HR Representative for Instromedix (Astar Staffing), San Diego, CA

HR Specialist for Ericsson Wireless Communications (Corestaff), San Diego, CA

Benefits Administrator for Watson Wyatt (Astar Staffing), San Diego, CA

07/03 – 12/05

LAW OFFICE OF CHRISTINE C. HARDIN

Human Resources Manager/Consultant (part-time), Pensacola, FL

06/96 – 08/04

VARIOUS LEGAL & ADMINISTRATIVE POSITIONS

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