

NAME, PHD

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SENIOR HUMAN RESOURCES PROFESSIONAL

Innovative Human Resources professional with a proven history of success implementing strategic improvements, creating productive business partnerships, and providing value to employers. Possesses comprehensive skills across all facets of the HR function, with demonstrated strength in evaluating processes and determining cost-effective solutions to increase efficiency and improve accuracy. A PhD in Human Resources combines academic achievement with professional experience to lay the foundation for developing and implementing programs focused on achieving organizational goals.

HUMAN RESOURCES COMPETENCIES

Recruitment & Retention - Performance Management - Policies & Procedures - Compliance
Security Management - Payroll - Worker's Compensation - Change Management - Employment Law
Project Management - Benefits & Compensation - Systems & Process Improvement - Employee Relations

TECHNICAL SKILLS

Pro-Business - E-Time - PC Payroll - Payroll Conversion
ReportSmith - Wells Fargo Payroll - ADP Windows - MS Office
ADP Horizon - American Payroll - Kronos - ADP HR-Profile - Report-Writer

EXPERIENCE

ENGINEERING, City, State

2008-present

HUMAN RESOURCES AND PAYROLL MANAGER

Manages all human resources and payroll functions; handles workers' compensation and benefit plans, applies Kaizen & Kanban systems to HR/Payroll operation. Processes semi-monthly payroll for over 95 employees using Intuit payroll system.

MANUFACTURING/ MUSIC, City, State

2005-2007

HUMAN RESOURCES DIRECTOR

Directs human resources, payroll, and security department operations including supervision of 20 staff. Key contact regarding human resources matters for over 900 union and non-union employees. Processed payroll using ADP.

- Researched, developed and implemented security policies and procedures to effectively prevent piracy.
- Quickly gained knowledge to understand and complete ISO audit and Sarbanes Oxley for compliance.
- Developed and implemented over 40 ISO-approved human resources and payroll forms.
- Liaised with union representatives to investigate and finalize employee grievances.
- Created numerous documents to improve company communication including: an employee handbook, and policies and procedures for exempt and non-exempt employees.
- Coached managers in HR matters involving employee recruitment, performance, and discipline.
- Recognized the need for greater safety measures; implemented safety policies and partnered with outside resources to train managers and staff in proper safety procedures; efforts resulted in a measurable decrease in accidental injuries.

EXPERIENCE (CONTINUED)

- Spearheaded processes and improvements related to employee recruitment and retention; developed an orientation for new employees and utilized creativity to improve employee retention programs.

Company, City, State

2002-2005

HUMAN RESOURCES DIRECTOR

Built a fully functioning human resources and payroll department from scratch; implemented policies and procedures; managed employee relations in accordance with employment law. Managed workers' compensation, benefits programs, and processed payroll for over 75 employees using Intuit payroll system.

HEALTH CLUB & SPA, City, State

1998-2002

PERSONNEL MANAGER

Managed human resources and payroll for 110 employees. Handled the full range of employee-associated actions from recruitment to termination, including records retention, benefits administration, performance management, and responses to unemployment claims.

- Researched and oversaw payroll system conversion from ADP-Horizon to Pro-Business.

MANAGEMENT CONSULTANTS, City, State

1992-1998

WORKERS' COMPENSATION MANAGER

Promoted to manage the Worker's Compensation department for 2000 employees in various states. Evaluated and set up new clients on workers' compensation policy experience rate vs. non-experience rate.

- Aggressively negotiated workers' compensation rate with insurance carrier after resolving open claims; achieved over \$350K savings; managed new claims received.
- Assessed employee's injuries and authorized medical treatments; followed up and reviewed employee status with industrial clinic and insurance company.
- Reviewed and approved renewal information for worker's compensation policy; prepared yearly audit.

CLIENT MANAGER (SR. HUMAN RESOURCES/ PAYROLL MANAGER)

Managed all human resources and payroll functions for 700 employees. Maintained employee files, processed master files, and input new deductions; prepared special reports, managed A/R collections for payroll; researched and resolved client account problems

EDUCATION

PH.D., HUMAN RESOURCES (HRM), CUM LAUDE - UNIVERSITY, City, ST

Dissertation: Diversity in the Group

MASTER OF SCIENCE IN HUMAN RESOURCES (HRM) - UNIVERSITY, City, ST

Thesis: Coaching Fundamentals and Safety & Health Training

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT - UNIVERSITY, City, ST

Emphasis: Accounting & Public Relations

CERTIFICATION - HUMAN RESOURCES MANAGEMENT

TRAINING

Coping With Payroll Hot Spots

Handling People with Diplomacy & Tact

HR/Perspective V5 Fundamentals & Basic Queries

Workers' Compensation Certificate

The Secrets to Being a Front Desk Superstar

Mastering Wage & Hour Law for Payroll & HR Professionals