

Robert Smith

Assistant Director Of Human Resources II

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

HR Policies &
Procedures, HR
Leadership.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Management - Solid background in human resources as a hands on manager with developed management skills and experience at turning vision into working plans. Team Building - Strong leader and collaborator that focuses on the organization and team success. Solution oriented with a proven focus on operational excellence and innovation.

WORK EXPERIENCE

Assistant Director Of Human Resources II **Swat Fame, Inc - August 2000 - 2020**

Responsibilities:

- Managed a broad range of HR functions.
- Supervised HR, Security, and Maintenance Departments.
- Ensured the company complies with all wage and hour laws.
- Administered benefits for 300 employees.
- Provided guidance and counseling to Managers regarding prospective new hires.
- Responded and handled employee inquiries and issues.
- Actively participated in all procedures dealing with Cobra and FMLA.

Assistant Director Of Human Resources **Delta Corporation - 1999 - 2000**

Responsibilities:

- Position reported directly to the Vice President of Human Resources and managed a staff of three including one Nurse Recruiter and two Human Resource .
- Role involved participation in every aspect of Human Resources Management for the Hospital.
- Duties included, but were not limited to direct supervision and performance evaluation of support personnel, development and implementation of .
- Worked with 8 interior decorators and sales professionals covering several states (New York, Maine, Rhode Island and Connecticut, etc.), I was .
- Also supported sales reps in opening new accounts and upgrading existing service.
- Assisted in the preparation of monthly and annual financials Monitored monthly and quarterly variations between actual and budget and analyzed .
- Tracked consumer merchandise daily monthly accounting and administrative tasks invoice preparation data entry and reporting timesheet management.

Education

MS In Education - (State University Of New York)

