

Robert Smith

Assistant Director Of Human Resources

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Over 4 years of human resource experience. An active participant in new hire orientation programs; lead trainer for the Human Resources Department. Advanced in Word, Excel, PowerPoint, and Outlook; daily use of nearly all programs will occur.

SKILLS

Problem Resolution, Organizational, Risk Management, Accounting.

WORK EXPERIENCE

Assistant Director Of Human Resources

ABC Corporation - June 1992 - March 1998

- Responsible for the supervision of all aspects of the Human Resources Department.
- Recruited, Screened, and Interviewed applicants.
- Processed and coordinated Workers Compensation and Unemployment claims.
- Monitored all Vacation accruals, Personal Leave of Absences and FMLA.
- Handled Labor Relations issues and complaints.
- Interpreted, compiled and put together policies and procedures for distribution.
- Assisted the Director of Human Resources in all Labor Disputes and Investigations.

Assistant Director Of Human Resources

Delta Corporation - 1991 - 1992

- Assisted the Director of Human Resources in handling over 2,000 employees, supervising over 56, and setting the policies for hiring, training, and .
- Provided human resource services for 500+ exempt and non-exempt employees.
- Researched and developed solutions, implemented policies, procedures and organizational initiatives.
- Coached managers on complex employee relations issues by leading the conflict resolution process and developing communications strategies in .
- Management of workers compensation claims and be safe program; achieving a year over year reduction since 2005.
- Participation in task force including Director of Human Resources for The Westin Gaslamp Quarter.
- Develop ongoing recruitment and employment plan to attract highly qualified individuals while employing the best in the industry.

EDUCATION

Accounting - (Union County College - Cranford, NJ)