ROBERT SMITH

Employee Relations Coordinator

info@qwikresume.com | https://Qwikresume.com

Self-directed, resourceful and passionate administrative professional looking for a position as an Administrative Assistant. Bringing strong organizational, communication, and results and detail-oriented skills to provide successful support to the office or department.

JUNE 2007 – NOVEMBER 2008

EMPLOYEE RELATIONS COORDINATOR - ABC CORPORATION

- Provided Employee Relations to all temporary employees, assist in recruiting, and handle all pre-employment documentation.
- Supported Branch Manager, Account Manager, and two Recruiters.
- Maintained Branch calendar, scheduled meetings, and interviews for Recruiters and Account Manager.
- Conducted all new hire in-branch training and new hire paperwork for both Volt and the Customer Company.
- Administered software evaluations to potential candidates Employee Relations - Council, advise, and/or recommend disciplinary actions.
- Reviewed and/or write formal disciplinary actions.
- Handled off-site supervision of temporary employees (between 30 and 50 temps).

2002 – 2007

EMPLOYEE RELATIONS COORDINATOR - DELTA CORPORATION

- Assist employees in interpreting district policies and procedures Creates and develop Departmental Standard Operating Procedures Review and evaluate.
- Assisted in investigations, gathering and analyzing data, developing reports related to litigation, discipline, and turnover, training new hires, and.
- Provide new hire orientations and overview of Human Resources policies and procedures Work extensively in payroll to ensure employees are paid timely-.
- Schedule and coordinate corporate and field interviews with hiring managers and employee relations Provide customer solutions and effective.
- Birthdays, Company Anniversaries, and other celebrations as they occur Manage the company store on the intranet by keeping it current; ordering.
- Handling employee issues by acting as a mediator between an employee and supervisory staff Coaching and training the management staff in the areas of.
- Designed and created employee communications, such as newsletters, keynote presentations, and wireless presentations companywide.

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EDUCATION

Bachelors of Art in Psychology - May 2012(Arizona State University)

SKILLS

Microsoft Office Suite, Team Player, Detail Oriented.