

Robert Smith

Employment Coordinator/Representative

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SUMMARY

Excellent work ethics and strength in boosting company morale. Quality-focused Marketing Developer committed to approaching administrative tasks with tenacity and attention to detail.

SKILLS

Computer Applications, Outlook, Word Excel, PowerPoint Publisher.

WORK EXPERIENCE

Employment Coordinator/Representative

ABC Corporation - 1991 - 1996

- Documented and maintained employment I-9 files.
- Created new hire tax notification and EEO monthly reports.
- Filed and maintained employment requisitions, applications and resumes.
- Processed weekly employee change and termination forms in data entry HRIS system.
- Tracked internal and external monthly employee training classes.
- Maintained 401K, LTD, workers compensation and company profit sharing plan.
- Completed and tracked ADP unemployment claim forms.

Employment Coordinator

ABC Corporation - 1990 - 1991

- Member of Human Resources management staff overseeing the hiring and management of 600 new pre-board screeners at Dulles International Airport.
- Participated in running job fairs, screening applications and conducting interviews for positions of Airport checkpoint and gate security screeners.
- Was responsible for maintaining employee records system, creation and upkeep of computer databases, and providing up to date status information on all applicants and employees.
- Headed department responsible for managing applicant fingerprinting, FBI background checks, pre-employment drug screening and the processing of their results.
- Supported Operations and Duty managers with reports, requests, and the ordering of certain office equipment.
- Other duties included but not limited to scheduling applicant training courses, conducting new hire orientations, creation of various forms, maintaining termination files, suggestions on and enforcement of policy, providing employment verifications, and handling employee complaints, requests and services.
- Also provided various other in-office services and support as needed.

EDUCATION

Bachelor's in Liberal Arts - Commincation B.A. - 1987(SUNY Buffalo - Buffalo, NY)