

# ROBERT SMITH

## Jr. Employment Manager

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### SUMMARY

Experienced and qualified candidate with an extensive background in the many areas of human resources functions, including the administration, development and delivery of employee recruitment, compensation, performance management, labor relations issues, HRIS, employee recognition, benefits, training and testing programs.

### SKILLS

Management, Payroll.

### WORK EXPERIENCE

#### **Jr. Employment Manager**

ABC Corporation - July 2006 – May 2015

- Supported and provided guidance to management operation teams at 5 different department within the facility of 3000 employees.
- Contributed to a three-person team changed with establishing and implementing yearly salary increases.
- Facilitated a monthly Round table with employees to identify and resolved problems.
- Reviewed applicant resumes and collaborated on new-hire offers.
- Tackled the I-9 recertification of approximately 3000 employees.
- Trained support staff and line managers in proper documentation, which rectified oversights expediently and improved I-9 administration going forward.
- Articulated corporate policies and procedures to employees seeking clarification regarding payroll, disability, terminations, leaves of absence.

#### **Employment Manager**

Delta Corporation - 2001 – 2006

- Managed recruitment function for all levels of employ- labor, professional and management for a corporation comprised of 1300 employees in 4 .
- Recruiter for all open non-exempt and exempt position.
- Provide retention strategies to hiring managers.
- Conduct all day orientation to new hires.
- Specialize in recruiting engineering and management disciplines.
- Conduct interviews, market professionals with prospective employers, develop job analysis, description, evaluation and interview.
- Implement a safety / medical program to reduce workers compensation costs, serve as a liaison to companies on how to improve better ways to train, .

## SCHOLASTICS

- Bachelor's- (Greeley Central High School)