ROBERT SMITH

HR Director III

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SUMMARY

Well-rounded senior executive focused on identifying business problems, implementing solutions, and achieving results. Diverse experience in HR compliance, training, recruiting, HRIS, sales, marketing, and project management.

SKILLS

Human Resources, Human Resources, Microsoft Office, Recruiting, Employee Relations, Interviewing, Training & Development, Performance Management, Hris.

WORK EXPERIENCE

HR Director III

ABC Corporation - 2013 – 2014

- Top HR executive of a $200M staffing, payrolling, and managed services company with 7,500+ employees located in eight offices across the nation.
- Design and direct the companys HR strategies, policies, and practices.
- Lead critical corporate initiatives including strategic planning, leadership development, organizational restructuring, compensation leveling, employee relations, and compliance.
- Restore cooperative working relationships between the two owners and four senior partners by implementing monthly partnership meetings focusing on understanding and improving communication techniques.
- Rehabilitate and stabilize the HR department in less than four months after two years of chronic HR leadership turnover, regaining trust and confidence of both internal and temporary employees alike.
- Serve as key member of the software implementation team, as the company makes the transition from an outdated staffing software program to a new vendor.
- Mitigate business risk exposure by ensuring compliance with employment laws at the federal and state level, including wage and hour laws, sick leave regulations, state disability and workers compensation programs, FMLA, and I-9 compliance.

HR Director

ABC Corporation - 2010 – 2013

- Fair Lawn, NJ Formerly Palmeri Fund Administrators Worlds leading provider of financial services to institutional investors with over 20,000 employees worldwide HR Director - 2006 to 2008 Alternative Investment Solutions - Private Equity Fund Services.
- HR lead on acquisition transition team.
- Successfully managed all employee relations issues using a collaborative and solutions focused approach to ensure the solutions were fair, consistent, and in the best interest of the employee and the organization.

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- Provided HR guidance and support on all performance/talent management, workforce/succession planning, recruiting, and health and welfare matters.
- Partnered with Global Security on all internal investigations and recommended and implemented appropriate action to mitigate risk.
- Successfully managed all employment law matters, including EEOC/DOL complaints, lawsuits, subpoenas, etc.
- HR project lead successfully closing out merger of payroll system, 401K/Profit Sharing Plans, and health and welfare contracts by established timelines..

SCHOLASTICS

- BA in International Business - (Grove City College)

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