Robert Smith

Human Resource Manager II

CONTACT DETAILS

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PERSONAL STATEMENT

Certified Human Resource Generalist with 13 years experience in the manufacturing industry including 9 years in office administration and human resources. 15 Years experience in the hospitality industry including 4 years in management. Strong knowledge of FALSA, FMLA, HIPPA, Unemployment Compensation, EEOC, ISO 14001 Environmental training, OSHA, QS 9000 and TS 16949.

WORK EXPERIENCE

Human Resource Manager II

ABC Corporation - January 2011 – August 2011

Responsibilities:

- Assist managers with caregiver development programs to manage a sustainable recruitment plan.
- Conducts recruitment activities, pre-employment hiring process, setting up and preparing orientations through the direction of regional managers, scheduling coordinators, and senior nurse manager.
- Include creating personnel files, credential tracking, auditing, and attendance records.
- Implement the performance evaluation schedules and ensure managers perform assigned evaluations within the specified times.
- Represent the organization at personnel-related hearings and investigations pertaining to the disciplinary processes.
- Manage company benefits programs manager unemployment and workers compensation claims with the director of clinical services and operations manager.
- Include assessing the reason for claims and strategic goals to reduce claims.

Human Resource /Purchasing Coordinator

ABC Corporation - December 2005 – December 2008

Responsibilities:

- Developed, implemented, and maintained on-the-job safety training for all associates.
- Maintained payroll records, personnel records, training records and files while following the hippa guidelines.
- Coordinated safety related activities such as safety incentive programs.
- Entered invoices, and all other debits, credits, or voided information into computer system (plexus).
- Plant environmental management rep administered and maintained the environmental management system to the iso 14001. 2004 standard.
- Worked with 3rd party registrar to facilitate the iso 14001 environmental audit.
- Serve as a link between management and employees by handling questions, interpreting, and administering employee contracts.

SKILLS

Microsoft Office, Human Resources, Administrative , Netsuite

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Associate Of Science in Business Management - 1989(Paducah Community College - Paducah, KY)

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