ROBERT SMITH

Human Resources Administrator

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Extensive and progressive management and administrative experience within a variety of business and service environments. Particularly effective in office administration, accounting, human resources, credit and customer service functions. Excellent communication skills.

EXPERIENCE

Human Resources Administrator
ABC Corporation - 1992 – 1998

- Managed employment and personnel functions for corporate headquarters and four branch locations.
- Included administration of all employee benefit programs and internal/external accounting for same.
- Managed self-funded group health plan, life plan, disability plan, dental insurance plan, Section 125 cafeteria plan and 401(k) plan.
- Consulted in the development, language and provisions of all Employee Benefit Plans.
- Authored and produced comprehensive Employee Handbook.
- Developed Policies and Procedures for Safety Handbook for manufacturing facilities.
- Provided training and related materials for staff of 125 employees.

Human Resources Administrator
ABC Corporation - 1991 – 1992

- CPA and business consulting firm.
- Responsible for human resources and administrative functions to include Conducted full-cycle recruitment and staff retention.
- Processed bi-weekly payroll and managed the leave-of-absence program.
- Administered benefits and maintained personnel records.
- Created and maintained on-boarding processes; conducted new hire and benefits orientation.
- Maintained and updated corporate policies and procedure for the Employee Handbook.
- Supported partners in marketing initiatives and provided back-up for the Administrative Assistant.

EDUCATION

- Business and Computer Classes - (Longview Community College)

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SKILLS

Microsoft Office, Microsoft Dynamics, ADP, Optimum Solutions HRIS.