ROBERT SMITH

Jr. Human Resources Analyst

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An organized, detail-oriented, and conscientious Jr. Human Resources Analyst with 3 years of experience, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. Maintains a positive and professional demeanor at all times. Interprets requests, determines action plan, explain guidelines, policies, and procedures. Possess critical thinking skills, along with attention to details.

EXPERIENCE

Jr. Human Resources Analyst

New York City Health & Hospitals - OCTOBER 2015 – DECEMBER 2017

- Provided administrative coverage to the Chief Financial Officer, and Executive Director of human resources.
- Liaised with hiring managers on a daily basis to relay candidate feedback on applicants.
- Handled all confidential material relevant to departmental/corporate operations; filed and retrieved hr documents, records, and reports.
- Provided support in all HR areas - HRMS maintenance, employee relations/conflict resolution, new hire orientation, employee onboarding, termination process, recruitment and sourcing, performance management.
- Assisted with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Assisted in developing employee training and onboarding manuals for new hires and assisted in the training of new staff.
- Managed the development and maintenance of the hr section of both the internet, particularly recruiting, culture, and company information, and intranet sites.

Human Resources Analyst

ABC Corp - APRIL 2015 – OCTOBER 2015

- Assisted with the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Assisted with the monitoring of the company wage and salary structure and the variable pay systems within the company including bonuses and raises.
- Coordinated the hiring process, including but not limited to conducting background checks using the System for Award Management (SAM) and reference checks, and issuing job offer letters and other internal communication.

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- Assisted with the carrying out of a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Served as a liaison between the employees, public and private organizations, community groups, and other organizations.
- Provided information and assistance regarding human resources programs and services.
- Received and responded to complaints and questions relating to human resources, reviewed problems and recommend corrective actions.

EDUCATION

- Bachelor in Management - (City University Of New York (CUNY) Medgar Evers College)

SKILLS

Microsoft Office Suite, Budget/Finance Reporting, Database Management, Calendar Management, I-Leave Space Management, Oracle, P-Card Management, Data-Warehouse, Kronos, PeopleSoft, Project/Data Management, HRMS, Presentation, Customer Service.