

Robert Smith

Human Resources Supervisor

CONTACT DETAILS

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PERSONAL STATEMENT

Human Resources Supervisor professional with diverse experience in employee relations, employment/retention, and safety compliance within the transportation industry and supply chain. Demonstrated strengths in employee communication and motivation on safety and operations procedures. Implemented new programs to enhance worker performance, safety, and teaming.

SKILLS

Sales, Human Resources, Human Resources, Logistics, Customer Service, Management, Administrative.

WORK EXPERIENCE

Human Resources Supervisor

ABC Corporation - June 2015 - January 2016

Responsibilities:

- Acted as a liaison between the clients and our associates.
- Supervised all temporary associates on assignment, and provided coaching and counseling when required.
- Maintained thorough documentation utilizing company technology and completing all required reports.
- Monitored associate production/quality efficiencies and issued necessary corrective actions.
- Completed the weekly payroll administration for OA Logistics and Port Logistics Group associates.
- Built a core group of successful team members for the client through the qualified recruitment and placement of temporary associates.
- Maintained and audited record keeping for client and temporary associate files.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Human Resources Supervisor

Delta Corporation - 2012 - 2015

Responsibilities:

- Directed the human resources department Managing all employee relations issues Conducting interviews for management positions.
- Recruitment of all levels of employees (exempt and non-exempt, entry level to executive) Source, pre-screen, interview, test, check candidate .
- during employee discipline and counseling sessions, suspensions and terminations Create and maintain advertising budget Facilitate new hire .
- Supervised Human Resource Call Center Team of twelve employees.
- Created SOPs and training documents required for HR employees.
- Provided supervision to employees monthly to review calls and train staff in customer service skills.
- Report to supervisor results of monthly training supervision with staff.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

B.S. In Human Environmental Science