ROBERT SMITH

Personnel Analyst

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Seeking a Personnel Analyst, responsible for Establishing liaisons with community, business, industry, and agencies as appropriate. Experience in Providing exceptional customer service to those contacted in the course of work.

EXPERIENCE

Personnel Analyst

ABC Corporation - APRIL 1986 – 1986

- Provide human resources services to an organization within a specific area of expertise.
- Applies analytic and professional expertise to one or more personnel disciplines.
- Assist in developing written materials as in policy and procedures, state operations procedures within the personnel office.
- Maintaining and research of criminal backgrounds on pre-employment applicants within special areas of the department of labor.
- Maintaining the knowledge of state human resources rules and regulations, policies, and procedures.
- Applied my knowledge of human resources principles and practices to situations.
- Maintaining organizational compliance with federal and state laws, including all if any changes within the laws with the Family medical leave act, position changes, Military changes within the state.

Personnel Analyst

Delta Corporation - 1985 – 1986

- Initiate and perform classification and compensation reviews and studies for 18 customer agencies -Conduct professional analyses of personnel action.
- Scheduled Managers Helping Managers mentoring program Organized new store staffing interviews Interviewed existing Team Members for future internal.
- Personnel Analyst in the Human Resources Department in the Client Services Operations unit, responsible for supervising the activities.
- Serve as the functional expert for various project initiatives related to expedited hiring through the use of JobAps and PeopleSoft.
- Assigned to several special projects involving system-wide improvements such as the Pre-Certification Canvass Process, while performing high-level.
- Recruitment Staff Training; New Employee Orientation Tuition Reimbursement Administration Exit Interviewing Employee liaison for Health Insurance.

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- Performed duties as the Executive Assistant to Director of Domestic Operations and Force Development for the National Guard Bureau Joint Staff.

EDUCATION

- High School Diploma

SKILLS

MS Office, Management, Communication.