ROBERT SMITH

Sr. Personnel Technician

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 5 years providing clear, insightful understanding of benefits Active, Retirees, surviving beneficiaries other interested parties.

CORE COMPETENCIES

Microsoft Office, Customer Service, Customer Relations, ADA Coordinator, Benefits Coordinator, Data Entry, Bookkeeping, Employee Relations, Event Planning, Employee Training.

PROFESSIONAL EXPERIENCE

Sr. Personnel Technician

NCDPS - September 2014 – 2020

Key Deliverables:

- Create job postings for positions vacant positions District 18 and 21.
- After position created frame ends, screening applications for interview via NEOGOV, salary administration, implement, create, and process hiring package for hiring manager.
- During this process, schedule interviews and process all paperwork via documents created via excel word.
- Day of interview I meet with each applicant beforehand to ensure required paperwork received and completed properly.
- completed, applicant is chosen, process new employee, send regret letters to each applicant not chosen, close out posting in NEOGOV system.
- Benefits coordinator meet with every new employee on their first day to go over all benefits in detail, Knowledge of principles, policies, procedures for personnel recruitment, selection, training, compensation benefits, labor relations negotiation, and personnel information systems.
- Ensures completeness of all personnel packages processed accuracy for direct entry in BEACON.

Sr. Personnel Technician

Delta Corporation - 2013 – 2014

Key Deliverables:

- Track personnel records for Human Resource Proficiency in MS Office; Word, Excel, Spreadsheet Administrative/Clerical Assets Tracking Personnel Files .
- Classified and certificated employment and recruitment; credentials and visa applications; affirmative action including State and Federal reporting; .
- Managed the retiree Survival Benefit Plan - Served as Base Career Advisor - Supervised over 20 personnel - Served as Unit Training Manager - .
- Managed personnel and administrative programs in headquarters and unit deployments.
- Honorably discharged.

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- Assist employees with Health, Dental, Life Insurance benefits New Employee Orientation Enter benefits and changes into Iowa Benefits System Oversee .
- Great verbal and written communication skills.

EDUCATION

- Bachelor of Science in Human Services - (Webb University - Boiling Springs, NC)

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