N a m e

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S R . H U M A N R E S O U R C E S P R O F E S S I O N A L

"Change Agent ~ Tactical Partner ~ Solutions Manager"

C A R E E R P A T H

ENGINEERING (Biomedical Engineering) **1/2008 – Current**

Biomedical engineering is the application of engineering techniques and analyses to problem-solving in medicine and the biomedical sciences.

HUMAN RESOURCES & PAYROLL MANAGER

Major Functions: Primary point of contact for Human Resources & Payroll - Specifics include: **Developed policies and Procedures** Recruiting, counseling, retention, termination, record maintenance, performance evaluation, employee relations and employment law, Manage workers' compensation, 401(k), benefit programs, applying Kaizen & Kanban systems to HR/ Payroll operation. Process semi-monthly payroll for 95+ employees using Intuit payroll system

MANUFACTURING/ Music (Media Production) **9/2005 -12/ 2007**

Cinram is the world's largest provider of pre-recorded optical discs and related logistics services for leading motion picture studios, music labels, publishers and computer software companies. Cinram also provides distribution and logistics services to the telecommunications industry in North America and Europe through its wireless subsidiaries.

HUMAN RESOURCES DIRECTOR

Major Functions: Primary point of contact in Human Resources Dept for over 900+ **Union & Non-Union** employees using ADP system Specifics included: Developed & originated policies and Procedures for exempt and non-exempt employees

- **Developed specific policies and procedures for security team to prevent piracy**
- Completed ISO Audit for 2006 & SOX (Sarbanes Oxley)
- Completed Employee Handbook for 2006
- Investigated and finalized employee grievances
- Proceeded in accordance with the Union Contract
- **Developed over 40 HR & Payroll Forms -ISO approved**
- Implemented Safety policies and Procedures
- Managed HR, Payroll & Security Department (5 HR & Payroll & 15 Security staff)
- Management Training
- Provided guidance and direction to management staff regarding HR matters (recruiting, hiring, retention, employee performance, disciplinary actions and termination).
- Managed employee disciplinary policies and procedures
- Managed the recruitment and selection of candidates in support of the company's growth
- Managed the company Annual Performance Evaluation
- Improved employee retention programs
- **Developed an orientation program for new employees**
- Managed the new hire process, including ad placements, reviewed resumes & initial screenings and background verifications
- Planed and coordinated company excursions and events

COMPANY (Software Engineering) **5/2002- 8/2005**

COMPANY offers a variety of custom programming services such as Web Design, Graphic Design, E-Commerce and Web Tools.

HUMAN RESOURCES DIRECTOR

Major Functions: Primary point of contact for Human Resources & Payroll- Specifics included:

- **Set-up Human Resources and Payroll department from ground up**

Managed employee relations and employment law, Implemented company policies and procedures
Managed workers' compensation, 401(k), benefit programs, Process semi-monthly payroll for 75+ employees using Intuit payroll system

HEALTH CLUB & SPA (5 Star Luxury SPA) **8/1998 - 4/ 2002**

Health clubs offer a wide array of services; Fitness and Equipment Consultations, Personal Training Physical Therapy, Massage Therapy, Nutrition Counseling, Performance Training, Senior Programs, Kids Fit Programs, Beverage Services, Sauna and Jacuzzi

PERSONNEL MANAGER

Major Functions: Primary point of contact for Human Resources and Payroll- Specifics included: Supervised hiring, training, counseling, retention and termination, record maintenance, performance evaluation, recruitment, employee relations and employment law, Implemented company policies and procedures, Directed workers' compensation, 401(k), benefit programs- including Cobra & Cafeteria Plan, Responded to (EDD) unemployment claims, Supervised performance reviews, training and competencies, Coordinated special events, Reviewed resumes/send appropriate letters, arranged/conducted interviews & performed background checks; compiled and managed database on all applicants & conducted New Hire Orientation and Exit Interviews

- **Converted payroll system from ADP-Horizon to Pro-Business, Managed bi-weekly payroll for 110+ employees.**

MANAGEMENT CONSULTANTS (PEO & HRO) **10/1992 - 7/1998**

Professional Employer Organization Services/ Human Resources Organization; provides the following services: HR Management, Recruiting, Workforce Policy, Benefit Management, Regulatory Compliance, Payroll Processing, Tax Payments & Reporting, Workers Compensation Management

WORKERS COMP MANAGER

Major Functions: Promoted to the Management of the Worker's Compensation department for up to 2000+ employees in multi-states. Specifics included: Evaluated and set-up new client's on worker's compensation policy experience rate vs. non-experience rate Negotiated the Workers' Comp rate with the insurance carrier after resolving open claims, Managed new claims received from injured employees Assessed employee's injures and authorized medical treatments, Provided follow-up and review of employee status with industrial clinic and insurance company, Reviewed and approved renewal information for worker's compensation policy; prepared yearly audit

CLIENT MANAGER (Sr. Human Resources/ Payroll Manager)

Major Functions: Primary point of contact for HR and Payroll for **700+ employees**. Specifics included: Prepared related journal entries for payroll & coordinated account analysis, Maintained employee's file keeping each file current and inputting new information, Processed master files and input new deductions, direct deposit, 401K, Section 125, leave of absences, terminations, transfers, salary changes, W-4 changes, garnishments, health insurance, dental & vision, Processed requests for auto withdraw (ACH) and assisted in conversion from individual client's payroll to MMC system, Communicated with clients regarding a variety of employment laws, procedures and processing needs, Managed A/R collections for payroll; researched and resolved client's account problems, Responded to tax inquiries for state and federal on behalf of clients, Prepared special reports for clients such as; year to date, 401k, vacation/sick time and employee's terminations, Managed sick & vacation accruals ,Replied to the loan verifications, Set up new clients on Dbase program, Guided the workers compensation cases, Reviewed resumes/send appropriate letters, arrange/conduct interviews & performed background checks, Compiled and managed database on all applicants & conducted New Hire Orientation and Exit Interviews, Accountable for establishing and maintaining good business relations with clients, Organized Semi-Monthly payroll for multi-state using ADP Windows.

E D U C A T I O N

Ph.D. – Human Resources (HRM) - Cum Laude Honor
Dissertation/ Diversity in the Group
University – City, ST

Master of Science in Human Resources (HRM)
Thesis/ Coaching Fundamentals & Safety & Health Training
University – City, ST

Bachelor of Science in Business Management
Emphasis: Accounting & Public Relations
University – City, ST

CERTIFICATE – HUMAN RESOURCE MANAGEMENT
State University – City, ST

C O R P O R A T E T R A I N I N G

Coping With Payroll Hot Spots – Padgett/Thompson

The Secrets to Being a Front Desk Superstar - Customer Service – SkillPath

Mastering Wage and Hour Law for Payroll & HR Professionals – Keye AMA

Handling People with Diplomacy & Tact – Keye AMA

Council on Education in Management – Workers' Comp Certificate

HR/Perspective V5 Fundamentals & Basic Queries -ADP

T E C H N O L O G Y

- MS Excel
- Outlook
- Windows XP
- ADP-Horizon
- American Payroll
- Kronos
- MS Word
- Report-Writer
- Report Smith
- ADP HR-Profile
- Wells Fargo Payroll
- HR Database
- PowerPoint
- ADP Windows
- Payroll Conversion
- Pro-Business
- E-Time
- PC Payroll