

(NAME)

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SUMMARY

Human resources professional with experience as a strategic member of corporate leadership team. Areas of expertise include: organizational development, employee relations, benefit and payroll administration.

SKILLS

- Reducing payroll costs
- H1-B Visa Processing
- ADP Pay eXpert & ADP PC/PW
- Benefit Plan implementation and administration
- Regulation compliance
- Microsoft Office Suite/ XP

EXPERIENCE

COMPANY CONFIDENTIAL., Sampleville, NH

Director, Human Resources

July 2001 to Present

Created Human Resources Department from the ground-up while increasing company staff. Manage human capital by focusing on retaining key talent through implementation of training standards to reduce cost-per-hire while increasing retention. Serve on corporate board driving company direction and deciding on company policies and needs. Reduced payroll costs by ~\$300k annually via policy improvements. Successfully negotiated 20% savings in recruiting costs. Create efficient systems for new hire and termination processes. Successfully aided in reducing turnover 6% through coaching managers, improving communication, outlining career paths and introducing key benefit plans.

COMPANY CONFIDENTIAL., Hometown, NH

Human Resources Generalist

February 2001 to May 2001

Benefit administration for over 500 employees in the US including COBRA coordination, 401(k) changes and payouts, resolving claims issues for self-funded plan, assisted in benefit plan renewal. Administered payroll on a semi-monthly basis including calculating bonus payments and coordinating vacation payments and tracking.

COMPANY CONFIDENTIAL., Foxboro, MA

Office Manager

December 1998 to February 2001

Assisted human resources department by collecting new hire paperwork, conducting new hire orientation, created new hire orientation handbook, submitting weekly timesheets for payroll. Answered benefit related questions for employees. Coordinated job postings and resume routing activities as well as screening candidates for open positions. Coordinated and conducted staff meetings. Monitored office expenses and oversaw purchasing. Tracked client budgets month-to-month and updated client files. Conducted research for state mandated reports and notification.

COMPANY CONFIDENTIAL., Manchester, MA

Office Manager

July 1997 to December 1998

Processed payroll and assisted with benefits administration for corporate offices. Supervised daily program operations including scheduling, staff coordination, and referrals. Coordinated and attended marketing calls with physicians. Processed all patient billing including coordinating with third party insurance for payment. Verified worker compensation claims. Triaging patient to appropriate therapist. Assisted patient in understanding health care parameters and benefits.

EDUCATION

University of Nowhere, Stay, NH
Bachelor of Arts, Political Science
High Honors

Summer College, Any Town, NH
Human Resource Management Certificate Program

College, NH
SHRM Learning System Course

CERTIFICATIONS

Professional in Human Resources (PHR) - HRCI; Certified in ADP Payroll for Windows, ADP Pay Expert, ADP Benefits Expert; Human Resource Management

ORGANIZATIONS

Member: Society for Human Resource Management