

Catherine Jones

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HUMAN RESOURCES GENERALIST / HR COORDINATOR

Summary

Dedicated HR professional with eight years of experience managing a full spectrum of human resources programs, services, and functions. Strong command of employment laws, compliance issues, and benefit plans in both union and non-union environments. Proven success introducing process improvements, stock-option plans, recruitment programs, and employee-development initiatives driving corporate goal attainment.

Key Skills

- HR Generalist Affairs
- Benefits / Payroll Administration
- HRMS Database Administration
- Program & Event Management
- Labor / Employee Relations
- HR Policies & Procedures
- Team Building / Morale Building
- Employee Counseling
- Legal Issues & Compliance (ADA, EEO, FMLA, FLSA, OSHA, ESOPs)
- Confidential Record Keeping
- Mediation / Dispute Resolution
- Staff Recruitment & Retention
- Disciplinary Procedures
- Employee Development & Training
- Contract Negotiations / Administration

Experience

ACTION COMPANY – Washington, D.C.

Professional services firm serving Fortune 500 clientele.

Human Resources Coordinator, 2007 to Present

Manage a broad range of HR functions including payroll administration (280+ employees), benefits/401(k)/stock-option plan enrollment and administration, HRMS database co-administration, personnel file management, HR policy development, employee screening/hiring/orientation, and staff training/development programs.

Outcomes:

- **Jointly designed and administered company's first HRMS system** that provided a single-source, employee-information database used extensively by HR department and senior executives.
- **Rectified haphazard payroll process** by instituting computer-based, downloadable system that eradicated prior history of errors and slow processing time. Subsequently project-managed complex system integration following company acquisition, merging 100+ payroll records to Paychex Small Business.
- **Launched and currently manage an in-house employee stock-ownership plan (ESOP)** for Action Company's planned IPO. Collaborated with internal/external counsel to ensure plan legality and supervised conversion to AST StockPlan.
- **Generated above-goal participation in newly launched ESOP** through design and delivery of educational program. Developed PowerPoint presentation and handout detailing program concepts, benefits, and vesting periods.
- **Cut employee-transfer processing time in half** by developing tool that streamlined and organized HR paperwork. Additionally, led overhaul of HR filing system that improved record organization and restored full legal compliance.
- **Processed new-hire, benefits, leave, termination, and payroll paperwork**, ensuring 100% compliance with various laws and regulatory mandates and serving as primary contact person answering management/staff questions on same.
- **Initiated and won approval for well-received transportation-incentive program** that provided favorable tax break; low-cost, pre-tax commuter savings to employees across multiple states; and environmentally friendly practices.

Experience

ACTION COMPANY (*continued*):

- **Created automated tools in Excel** used by financial analyst to report KPIs (key performance indicators) to C-level executives.
- **Co-authored sections of company's policies and procedures manual** outlining payroll, background checks, references, meals, breaks, vacation benefits, company regulations, and performance expectations.
- **Researched, developed curriculum for, and conducted HR department training** covering current federal/state employment laws, payroll and stock-option regulations, FLSA/ADA policies, and background-check procedures.
- **Improved accuracy of billable-hours tracking and increased company receivables** by quickly mastering Office TimeSheet 2000 through self-study.
- **Filled 20 business and engineering positions** with high-quality candidates.

XYZ ELECTRICS, INC. – Washington, D.C.

Full-service electrical contractor.

Office Manager (also served as **HR Coordinator**), 2004 to 2006
Assistant Contract Administrator, 1997 to 2000

Promoted to manage office functions for unionized Transportation Division. Functioned as de-facto HR coordinator, handling HR issues for Washington regional office including benefits administration/processing, payroll, jobsite safety and OSHA compliance, confidential personnel/contract/job-file management, and union contract negotiations.

Outcomes:

- **Resolved dispute** between municipal water department and company, leading adept negotiations to win **\$250K+** settlement for unpaid work. Also negotiated favorable settlement of **\$100K** in disputed change orders.
- **Negotiated renewal of union contract**, achieving all sought-after concessions.
- **Reorganized and managed accounts** for the installation of electrical construction on the Washington Rail Project valued at **\$8 million**.

AMERICAN UNIVERSITY – Washington, D.C.

BA in Psychology, 1997

Professional Development Highlights:

- Advanced Excel
- Wage and Hour Law Update
- SHRM-sponsored seminars: Workplace Violence, Employment Law, Recruitment & Selection Techniques, Compensation

Affiliation:

- Society of Human Resource Management (SHRM), 2004 to Present

Computers:

HRMS ● MS Office (Word, Excel, Access, Outlook, PowerPoint) ● Crystal Reports ● Photoshop ● PageMaker ● Office Timesheets ● Paychex Payroll Software ● EBS Online Payroll Software ● FileMaker Pro ● Windows & Mac OS

Contact

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