

NAME

City, ST • XXX.XXX.XXXX • Email

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HR Generalist

Versatile, seasoned, and accomplished HR professional with 15+ year of experience and a proven track record of success in leading and supporting administrative HR functions.

- Background and knowledge of multiple HR functions, including talent acquisition and retention, employee performance and relations, benefits administration, employee information maintenance, and employee file maintenance.
- Expertise in overseeing and managing I-9 employee verification process. Able to advise and coach management on employee-related issues.
- Adept at analyzing operations, identifying weaknesses, and implementing system or automation improvements to increase efficiency while controlling costs.
- Strong accounting background with experience reconciling and updating ledgers and managing and completing payroll and tax forms.
- Established leader with a history of building, training, developing, and directing international teams.
- Highly skilled at communicating, interacting, and collaborating with senior leaders, employees, vendors, clients, and other parties.

CORE COMPETENCIES

HR Operations | Employee Relations & Performance | On-Boarding | Process & System Improvement
Multi-Department Collaboration | Applicant Tracking System (ATS) Management | HR Compliance
Team Building & Leadership | Coaching & Mentoring | Problem Resolution | Accounting | I-9 Verification

PROFESSIONAL EXPERIENCE

Employer, City, ST

2017 - Present

Accountant – Business License & Compliance

- Oversaw and managed Business License group for Elixir North America, Aladdin Food Services, A'viands Food Services, Summit, Fitz Vogt, and ABLEE, ensuring 1,200 units comply with business licenses for state, county, and city requirements.
- Maintained and updated all related business license and compliance documents.
- Conducted license and compliance audits as needed.
- Updated processes and procedures.

Employer, City, ST

2012 – 2017

HR Compliance Senior Analyst

- Directed I-9 process for Saks Fifth Avenue, Off Fifth, and Lord & Taylor, while overseeing internal, I-9 paper audit of all Saks I-9 forms to ensure compliance with government standards.
- Updated expiring work authorization documents.
- Developed PowerPoint training documentation and conducted monthly WebEx training sessions for all new and existing team members.
- Conducted I-9 audits while overseeing company's I-9 function.
- Identified opportunity to automate and streamline tracking of completed I-9 forms and collaborated with Financial Systems Support group to design and launch I-9 tracking database.

- Created plan to migrate 50k+ electronic I-9 forms from vendor to be locally stored within Saks Corporate and developed database solution allowing search and retrieval of specific I-9 and supporting documentation.
- Effectively managed I-9 volume with about 30K forms per year.
- Assisted in creating multi-tiered screening system for more accurate tier package retrieval.
- Reviewed screening results and issued pre-adverse and adverse action letters as needed.
- Migrated historical screening results into Saks Corporate.

Employer, City, ST

2002 – 2012

Payroll Tax Staff Accountant

- Reconciled 76 payroll general ledger accounts each month.
- Partnered with Financial Systems Support to automate court-ordered garnishment reconciliation to ensure greater accuracy and reduced three days from manual process.
- Managed W-2 office, assisting associates in signing up for electronic W-2, helping them retrieve current and past W-2s, and generating W-2C corrections.
- Provided additional tracking tools and analysis to management, including payroll plan variance during close week and detailed analysis of chosen payroll accounts.
- Completed ad-hoc projects from management as required.
- Remitted all EFT withholding and unemployment tax payments to various state and local tax commissions for both hourly and exempt payroll.
- Formulated monthly, quarterly, and year end reconciliations for each state collaborating with Financial Systems Support to create database to eliminate manual associate tax withholding calculations, applying rules that vary by state or locality.

EDUCATION & CREDENTIALS

Bachelor of Science, Marketing,

Fashion Institute of Technology, State University of New York, NY

Additional Training

Workplace Sensitivity Training
Handling a Difficult Conversation Seminar
ATS Onboarding & Recruiting Training
Background Screening Training
I-9 Training & Webinars (E-Verify)
Microsoft Excel Training Class
Microsoft PowerPoint Training Class
Microsoft Access Training Class

Skills

Microsoft (Excel, Word, PowerPoint), Oracle E-Business Suite,
TRMS & HIRE Mainframe Systems, ADP Payroll Systems,
ATS Onboarding & Background Screening, Sterling Talent Solutions
Onboarding & Background Screening, CIC, W-2 Administrator