

JUDY SMITH, MLRHR

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SUMMARY OF QUALIFICATIONS

Analytical, results-driven *Human Resource Generalist* with Masters and Bachelors Degrees and proven results in high-pressure, fast-paced environments. Propensity to regard human capital as an investment, and Human Resources as a Strategic Business Partner. Strong organizational and multi-tasking skills. Superior talent for analyzing HR metrics, creating reports and presentations, and working across all management levels to craft job descriptions and determine recruiting methods that yield outstanding results. Member, Beta Gamma Sigma Honor Society. Proficient in MS Word, Excel, PowerPoint, Outlook and PeopleSoft HRIS.

PROFESSIONAL EXPERIENCE

Recruitment

- Evaluated current assessments and tools used in recruitment and selection of employees by using behavior-based interviewing, psychological/personality testing and analyzing performance/turnover relationships.
- Identified metrics that improved productivity and quality in recruiting and participated in the creation of a recruitment strategic plan.
- Implemented a marketing cooperative/intern program with area colleges.
- Participated in the complete staffing of two retail stores, including interviewing, background checks, application status and processing of 120 hired employees.

Training and Development

- Developed and delivered management training programs by conducting Training Needs Analyses, consulting on presentation design, and creating tools such as job aids, organizational charts and key event calendars; implemented internal communications strategies and coordinated logistics.
- Administered robust organizational assessment based on David Ulrich's model for human resource roles—strategic partner, employee champion, change agent, and administrative expert. (project included aggregated and analyzing results, which were used to develop a strategic plan for the Human Resource organization)
- Identified and implemented training solutions for internal customers by conducting needs assessment with upper management in business units.
- Spearheaded talent management processes such as career development and succession planning through 360 competency feedback assessments.
- Participated in the implementation, maintenance and end user support of the Learning Management System for 500 associates, nationwide.
- Facilitated future evaluation of training programs delivered, by implementing and reporting on a variety of metrics-based evaluation methods designed to capture the reaction and learning levels of Kirkpatrick's program evaluation model.

Compensation and Benefits

- Verified data accuracy and integrity of all HRIS transactions for employees, including hires, transfers, leaves, salary changes, promotions and terminations.
- Utilized XpertHR Online Information Service to perform job evaluations for the purpose of determining job grades for new positions.
- Prepared all HR ad hoc reports from PeopleSoft and CompLink systems.
- Managed all HR functions involving Payroll, 401k and Medical Benefits enrollment and Worker's Compensation claims.

Employee Relations

- Acted as a liaison between employees and management on all employee relations issues.
- Delivered employee performance reviews.
- Designed surveys for ongoing evaluation and continuous improvement purposes.

WORK HISTORY

ALCOA INCORPORATED, North Olmsted, Ohio <i>Consultant</i>	1/06 - Present
ABC, INCORPORATED, Independence Ohio <i>Human Resources Generalist</i>	9/05 – 12/05
ALCOA INCORPORATED, North Olmsted, Ohio <i>Consultant</i>	1/05 – 9/05
GREEN GRASS MARKETPLACE, Woodmere, Ohio <i>Human Resources Coordinator</i>	6/00 – 8/03

EDUCATION

CHICAGO STATE UNIVERSITY, Cleveland, Ohio
Master of Labor Relations and Human Resources, 2005

SOUTHERN TECH, Blacksburg, Virginia
Bachelor of Science in Family and Childhood Development, 1999

HUMAN RESOURCES CERTIFICATION INSTITUTE, Alexandria, Virginia
PHR Professional in Human Resources, Completed Examination, 2005
(Certification pending requisite exempt work experience.)

PROFESSIONAL ASSOCIATIONS

Society for Human Resource Management, Member, 2003 - Present
Beta Gamma Sigma Honor Society, Member, 2005