

# HR Operations Specialist

## ROBERT SMITH

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### Objective

Detailed-oriented and self-motivated professional with over 8 years in the human resources field with extensive knowledge in compensation. Comprehensive knowledge of PeopleSoft, Microsoft Dynamics GP, ADP, Millennium and Windows database payroll systems. Team leader effectively improving interpersonal communications throughout multifunctional departments through training and development.

### Skills

HRIS: PeopleSoft, Halogen, ADP, Spectrum, Citrix, Times.

### Work Experience

#### HR Operations Specialist

**ABC Corporation** - 2002 - 2008

- VA Responsible for benefit functions for over 800 employees throughout four locations HR Operations Specialist Team member for onboarding initiative transitioning new hire packet from paper to paperless environment saving the company money.
- Membered of multifunctional teams providing support in the areas of payroll and benefits.
- Manually converted approximately 400 Boston Globe employees to a newly created department within a period of one week.
- Successfully researched and determined, via PeopleSoft query manager, 200 NY Guild full-time employees who had standard hours converted.
- Provided query output to HRIS department for conversion upload.
- Identified active NY Non-Guild and Excluded employees for creation of sub pay rules for PeopleSofts timesheet tracking program (Kronos) and provided information to HRIS department.
- Manually updated rehired employees.

#### HR Operations Specialist

**Delta Corporation** - 2000 - 2000

- Assist Labor Relations Manager and also lead in conducting investigations into employee concerns and issues as well as potential violations of .
- Responsible for screening resumes, setting up and coordinating interviews for prospective interns.
- Coordinates background checks with third-party vendors.
- Works directly with hiring managers to obtain feedback on candidates and incorporate into files.
- Performs day to day administrative and clerical work related to recruitment.
- Manage all on-campus school events -Coordination of administrative tasks within the University Relations department -Partner with recruiters to set .
- Execute all critical HR transactions and administration Support the Minnetonka-based Employee Resource Managers and staff of GE Water & Process .

## Education

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