

John Doe

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HUMAN RESOURCES PROFESSIONAL

Human Resources Professional with over 15 years of broad-based, combined experience in management, human resources, operations and administration experience gained from union and non-union manufacturing environments. Versatile team player with an ability to incorporate new concepts and interact with all levels of professionals. Excellent communication skills: written and oral skills in both Spanish and English. Organized take-charge professional with exceptional follow-through abilities and detail orientation; able to oversee projects from concept to successful completion. Work effectively under pressure and demonstrate flexibility to meet deadlines. Driven by challenge and the opportunity for development; thrive in diverse, fast-paced settings. Computer and Internet savvy.

Strengths include:

- Benefits & Compensation
 - Strategic Planning
 - Operations Management
 - HR Policies & Procedures
 - Process Improvements
 - Safety/Training/Worker's Compensation
 - Employee Relations
 - Staffing and Recruitment
 - Teamwork & Communication
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PROFESSIONAL HIGHLIGHTS

- Oversaw the effective delivery of all human resources management, including compensation, benefits, employee relations, recruitment, safety, worker's compensation and retention for a major food manufacturer with almost 450 employees.
 - Implemented HR policies, procedures and systems to ensure consistency across all levels of the organization.
 - Developed and implemented core programs in performance management and employee recognition.
 - Enforced all manufacturing practices and provided training for all employees.
 - Negotiated benefit contracts with third party vendors to secure best pricing for benefit plan renewals.
 - Implemented and managed employee referral program in order to recruit hourly associates.
 - Recruited, hired and trained staff in order to set up new start-up manufacturing facility.
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EDUCATION

Master of Business Administration (MBA) – Stockbridge, GA, December 2012

Bachelor in Technical Management – DeVry University, Stockbridge, GA, 2008

PROFESSIONAL EXPERIENCE

Human Resources Administration & Employee Relations

Collaborated with senior management to identify, establish and execute HR Strategies to support business goals, strengthen organizational effectiveness and increase morale, retention, employee satisfaction and development. Maintained thorough knowledge of union contracts and provided area management with interpretation when required. Handled grievance issues as required; conducted investigations relating to personnel relations; responsible for compliance of federal and state laws.

Recruitment & Training

Executed targeted and general recruitment strategies, including the usage of 3rd party vendors to assist with facilitating the recruitment process for hard to fill positions. Represented organization at job fairs and other venues as assigned. Conducted and monitored recruiting needs to ensure adequate staffing. Established cross-training program to help provide flexibility and strengthen workforce capabilities. Analyzed needs and long – and short – term training plans including safety and new supervisor trainings. Maintained personnel records on turnover and safety and made recommendations to management for improvements.

Compensation & Benefits

Assisted senior HR management on compensation planning and advised on compensation actions for employees. Reviewed salary increases permitted within budgetary limits and according to established compensation policies. Assisted with annual

open enrollment and other assigned benefit projects. Responsible for FMLA, Short Term Disability and Worker's Compensation Administration.

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EMPLOYMENT EXPERIENCE

Liquids Supervisor, Giant State Foods, Conyers, GA

2010 – Present

- Manage the production of 26 packaging lines in a union environment; ensure policies and procedures are adhered to in order to meet efficiency standards.
- Responsible for overseeing training for shift; 35 direct reports; track attendance, maintain performance management and assist with hiring, interviewing and selecting new personnel.
- Establish process to increase production output and track yield losses.
- Lead continuous improvement teams to improve plant processes and train associates on problem resolution skills.

Packaging Department Manager, BGB Food's Inc., Macon, GA

2007 – 2009

- Managed and coordinated department activities of the packaging department; optimized costs of manufacturing products; met quality and efficiency standards while upholding corporate policies and procedures.
- Supervised 5 Packaging Team Leads, 8 Line Leads, and 100 hourly associates; scheduled, hired, and trained assigned personnel staff; ensured performance management standards were met.
- Coordinated TMP plan with maintenance department to service all packaging lines improving efficiencies from 55% to 63%.
- Collaborated with Scheduling and Warehouse departments in guaranteeing that proper materials were received and JIT warehouse inventory standards were met.

Human Resources Manager, BGB's Food's Inc., Marlborough, MA

2001 – 2007

- Advised employees and trained and coached managers on policy matters including harassment, grievance procedures, employee classifications, etc.
- Ensured legal and regulatory compliance was maintained and company policies were applied fairly; ensured proper documentation.
- Reviewed resumes and credentials and interviewed employment applicants; utilized effective interviewing techniques; performed reference checks and extended employment offers.
- Conducted exit interviews and new employment orientation sessions for company; assisted with preparation and submission of new hire documentation.
- Trained employees and safety committee members in proper safety procedures in order reduce accidents by 5%; responsible for maintaining all safety documentation.
- Managed Reward and Recognition Program for 450 employees; handled employee relations for all union and non-union employees.

TECHNICAL SKILLS

Continuous Improvement Teams & Lean Manufacturing • TPM • TQM • 5S & SQF • AS400 • Shop Logix • AIB • FDA
OSHA • HACCP • MS Excel • MS Word • Access • PowerPoint • HRIS Systems • ADP Payroll