

# JAYNE SMITH-DOWE

(463) 555-5555 | sampleresumetemplates@email.com

## HR ADMINISTRATOR

*HR management professional with progressive, proven leadership experience in human resources, directing both workforce-development programs and HR initiatives. Select qualifications include:*

Employee Grievances / Arbitration... Succession Planning and Implementation ... M&A Integration...  
Talent Acquisition ... Recruitment & Employment Management ... HR Policies / Procedures Development ...  
Benefits & Compensation Coordination... Employee Relations ... Team Development & Leadership

## PROFESSIONAL EXPERIENCE

**Human Resources Director** | RANGER INDUSTRIES - Indianapolis, IN 2001 – Present

### Program Development

- Develop Employee Health Services program to monitor and investigate infectious diseases, potentially harmful infectious exposures, and outbreak of infections among personnel.
- Track employee physicals, MMR, licensure and certification, and Hepatitis B vaccinations.
- Create and manage policy manuals, job descriptions, evaluations, and personnel forms and records.
- Control personnel transactions and reporting of personnel data using a position control file.

### Compensation & Benefits Coordination

- Maintain deductions and payroll and administration of benefits, including pensions, annuities, health insurance, life insurance, and dental insurance.
- Monitor WC's claims, coordinate with employees/insurance carriers, and track reported accidents.
- Conduct annual salary and wage surveys and supervise completion of payroll.
- Write standards, policies, and procedures for Performance Evaluations and Pay-for-Performance increments.

### Workforce Management

- Determine staffing requirements and track annual workforce turnover rates.
- Receive all new applications, obtain prior employment references, and distribute to managers.
- Coordinate and monitor risk management programs and conduct exit interviews.
- Maintain sound employee relations programs through chairing of Employee Relations Committee.
- Ensure employee grievances are implemented, maintained, and followed compliantly.

### Regulatory Compliance

- Ensure strict compliance with federal and state employment regulations pertaining to wages, work hours, Workers' Compensation, Unemployment compensation, and disability.
- Comply with Affirmative Action Plan guidelines.

## EDUCATION

**B.A. in Human Resources Management** | INDIANA UNIVERSITY

## COMPUTER SKILLS

MS Word, Excel, PowerPoint; PeopleSoft; HRIS