
Employee Relations Manager Resume

Job Objective

Seeking a challenging position as an Employee Relations Manager where my skills and knowledge will add value to organization.

Highlights of Qualifications:

- Extensive experience in employee relations
 - Strong expertise in investigating and responding to State and Federal EEOC claims
 - Outstanding knowledge of employment, wage and hour, FMLA and EEO laws
 - Proficient in MS Office suite, HRIS and applicant tracking system
 - Excellent conflict management and communication skills
 - Remarkable ability to influence, communicate and build relationships at all levels
 - Uncommon ability to plan and execute projects assigned without direct supervision
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Professional Experience:

Employee Relations Manager
Boehringer Ingelheim, Crosby, TX
August 2005 – Present

Responsibilities:

- Investigated and resolved employee relations issues.
- Prepared written case summaries and provided decisions and recommendations for corrective action.
- Counseled and guided employees and management regarding company policies and procedures.
- Managed and escalated appropriate compliance committees.
- Facilitated training programs, sexual harassment and policy changes.
- Conducted exit interviews of voluntary terminations; analyzed trends and recommended solutions.

Employee Relations Manager
Brookstone, Crosby, TX
May 2000 – July 2005

Responsibilities:

- Advised and counseled Managers regarding HR practices, policy and employment laws.
 - Reviewed and approved disciplinary actions and documentation.
 - Managed employee relations issues such as: Associate complaints; harassment and discrimination allegations; other employment law related complaints.
 - Conducted investigations related to Associate complaints and EEOC claims.
 - Counseled Managers and Associates on the interpretation of HR policies and procedures.
 - Researched and developed management and leadership training programs.
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Education:

Bachelor's Degree in Human Resources
Randolph College, Lynchburg, VA

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