
HR Advisor Resume

Job Objective

Accomplished HR Advisor with extensive experience seeking position with well established business firm.

Summary of Qualifications:

- Remarkable experience in providing work direction and leadership to people and teams
 - Sound knowledge of employment law and HR practices
 - Profound knowledge of principles, practices and standards of HR administration
 - Skilled in interpreting, advising and implementing HR policies
 - Familiarity with SOX, ADA, HIPPA, OFCCP, EEOC, ERISA, FLSA, FMLA
 - Proficiency in using HR information system and (Excel, PowerPoint & Word) for accessing, inputting and compiling data
 - Ability to investigate, examine and reason sensibly
 - Ability to ease discussions with groups and individuals
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Work Experience:

HR Advisor, August 2005 – Present

Hewitt Associates, North Washington (Butler), PA

- Provided the partnership to key members of the leadership team to make sure HR and company initiatives are met.
- Partnered with the staffing function to make sure open positions are quickly addressed and filled.
- Took part in the additional HR programs.
- Improved organizational effectiveness for all levels of the organization.
- Coached senior management to resolve employee-related issues and formal processes.
- Implemented HR programs effectively, aligned programs and outcomes with business and people strategy.

HR Advisor, May 2000 – July 2005

Bloomberg, North Washington (Butler), PA

- Responded to telephone and email inquiries from all associates on employee relations issues.
 - Interpreted and explained the company policies procedures, practices and programs.
 - Forwarded the issues to payroll and benefits help desks when issue is outside of the scope of simple policy explanation.
 - Guided managers in handling difficult and complex employee relations issues and in resolving complaints and disputes.
 - Advised the managers on appropriate discipline actions to ensure consistency.
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Education:

Bachelor's Degree in Human Resources, Mount Holyoke College, South Hadley, MA
Master's Degree in Human Resources, Academy Of Art University, San Francisco, CA

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