
Wage And Hour Investigator Resume

Job Objective

Seeking the opportunity in which to fill the Wage And Hour Investigator position for well-established organization.

Highlights of Qualifications:

- Remarkable experience in Planning and completing investigations of large multi- unit enterprises
 - In-depth knowledge of the Wage Claims, Prevailing Wage, Minimum Wage and Overtime Enforcement
 - Extensive knowledge of State and federal labor laws and programs administered by Wage and Hour
 - Profound knowledge of the principles and techniques of effective administrative management
 - Ability to communicate orally and in writing detailed and factual information
 - Ability to develop and maintain cooperative relationships with various individuals and groups
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Professional Experience:

Wage And Hour Investigator, August 2005 – Present
NCO Group, Detroit, MI

- Developed and implemented agency wage and hour investigation policies and procedures.
- Prepared and monitored budget expenditures, reviewed and approved/disapproved expenditure request.
- Handled unexpected problems regarding wage and hour laws.
- Prepared and gave speeches before special groups and public.

Wage And Hour Investigator, May 2000 – July 2005
Walmart Corporate Careers, Detroit, MI

- Served as first-line supervisor for a staff of at least four Investigators and technical support employees.
 - Assigned, directed and analyzed work to insure timely performance of an acceptable quantity of work products.
 - Made recommendations for appointments, promotion and reassignment involving such positions.
 - Identified development and training needs of employees and provided provisions to ascertain that identified needs are met.
 - Monitored the safety and health environment in the workplace.
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Education:

Bachelor's Degree in Computer Science, Moravian College, Bethlehem, PA

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