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## Wage And Hour Investigator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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