

ANNESSIA DAVIS

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HUMAN RESOURCES PROFESSIONAL

- **Background in HR generalist affairs**, including experience in payroll, benefits and compensation, HR records management, HR policy development and legal compliance
- **Member of SHRM** (Society for Human Resource Management)

KNOWLEDGE/SKILLS

- *Employment Law*
- *Employee Relations*
- *Orientation & On-Boarding*
- *HRIS Technologies*
- *Payroll/Benefits Administration*
- *Recruiting/Retention*

QUALIFICATIONS

- **Communications:** Excellent interpersonal skills, ability to give group presentations, excellent verbal and written skills, attention to detail
- **Professionalism:** Ability to use discretion in dealing with delicate and/or confidential matters
- **Microsoft Office:** High proficiency in Word, Excel, PowerPoint, Access, SharePoint and Outlook
- **High proficiency in HRIS systems:** ADP (including ADP Portal, Pay Expert, Report Smith, EZLabor), Kronos, SAP/SRM, Ultipro, Time America, Time Force, Lexis Nexis, Sterling, JP Morgan, Convero, HRPyramid, CIGNA, Report It, Taleo, TALX Unemployment, About Time, Fidelity, Vista, Concur,
- **High level of knowledge in HR related areas:** FMLA, HIPPA, FLSA, COBRA and ARRA, EEO, ADA, IRCA, OSHA, E-Verify

PROFESSIONAL EXPERIENCE

BEKAERT, Shelbyville, KY

HR Administrator October 2016 – October 2018

- Payroll Administrator –Responsible for the preparation and processing of weekly/biweekly payroll for over 150+ employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions
 - Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. labor" home" work, overtime, leave balances, head count, and retirement contribution reports)
 - Handle the administration of the electronic timekeeping system. Setup each employee, monitor submissions of approved timesheets, ensure valid data transfers to/from corporate office; Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis
- HR Administration – Created and posted internal and external job ads, and maintained relationships with recruiting/staffing agencies for sourcing positions when needed; Scheduled and performed candidate interviews and drafted offer sheets and employee agreements
 - Conducted all employee orientations; administered all new-hire paperwork and provided an introduction to company policies and benefits; Managed all benefits and was the main point of contact for over 150 employees; benefits included time-off (PTO, bereavement, short-term and long-term leave), group insurance policies (health, dental, vision, life and flexible spending accounts), and 401k accounts
 - Worked in Ultipro HR/Benefits Solutions daily. Duties included adding and terminating all employees, making sure employees' employment, personal, and benefits information were current, and generating various reporting; Worked with legal teams to update policies and procedures for the employee handbooks

CHARAH, Louisville, KY

HR Coordinator June 2015 – August 2016

- Payroll Administrator –Enter new hire information into ADP database; process payroll for union sites; Ensure that Human Resource files and records are maintained in accordance with legal requirements and company policies and procedures; Processes background checks through E-Verify; time card submittal, vacation and sick accrual calculations, taxation audits, and employee data changes

- Benefits Administrator – Assist Payroll Manager with day to day benefits plan administration; Coordinate and schedule all yearly open enrollment sessions; Administrative support to VP of HR; Monthly random drug screening; Recruiting of field personnel; Track and report the completion of annual reviews and pay action

AMERICAN RESIDENTIAL SERVICES, Memphis, TN

HR Administrator February 2013 – March 2015

- Leave Administrator – Process and coordinate all leaves of absence to include military, personal, FMLA, and workers compensation leaves. Ensures compliance with FMLA and USERRA by sending out appropriate notices and providing advice on regulations and reinstatement policies and procedures. Files long term disability claims and liaison between the disability company and field operations
- Benefits Analyst – Assist Director of Benefits with day to day benefits plan administration; Process census files and data imports to maintain integrity of Benefits/Payroll system; Assist with acquisitions and on board new employees and benefit/cost comparisons; Conduct new hire orientation and open enrollment sessions; Manage employee records and ensure data is properly updated; Vendor management and audits;

HEALTHCARE CONCEPTS, INC. Memphis, TN

Executive Recruiter August 2012 – February 2013

- Executive Recruiter – Responsible for drafting job descriptions, curriculum vitae's, presentations, highlighting skills and qualities required and desired in a potential job and applicant. Coordinating staffing requirements for clients in home care and hospice industry. Cold calling, marketing proposals, attending trade fairs, client interviews, meticulous record keeping and other duties as assigned

QUALITY BUSINESS SOLUTIONS, INC. (PEO), Greenville, SC

Human Resources Manager, July 2011 – July 2012

- Manage Benefits department on all benefit related issues and delegate work processes; Open enrollment, correct problems for all plans, deductions that are incorrect, plans that are set up incorrectly, arrears issues, process issues and problems with benefit staff workloads
- HR Administration – Assist and direct clients with HR problems including terminations, disciplinary issues, recruitment and hiring, legal documents and processes; Respond to EEOC complaints; Process and appeal as needed all unemployment claims for client base; Full COBRA administration

UTILITY PARTNERS OF AMERICA, Greenville, SC

HR Generalist/Assistant to CEO, 2010 – July 2011

- High level administrative and office management support for the CEO plus associated executive leadership team; Fiscal budgets and invoicing; AmEx reconciliation's and expense reports; Handle all travel arrangements including international for entire executive team and field personnel of 300+; Full calendar management for executive team consisting of eight; Completion of national RFP's/RFQ's
- Responsible for HRIS administration and maintenance; Background checks, Direct employee on-boarding; Interview job applicants; review applications/resumes; evaluate applicant skills and make recommendation regarding applicants qualification; Schedule drug test and physicals, ensure the completion of medical and physical forms; Manage HR issues at corporate headquarters while coordination with project managers across 17 U.S. and Canadian project locations

AMEC, Greenville, SC

HR Generalist/Assistant to VP, Global IT, 2008 – 2010

- Conduct new employee orientations and new hire meetings; Coordinate employment activities including drug screenings, pre-employment physicals, interview scheduling, orientations and exit interviews; SharePoint security and permissions set up
- Administer and process benefits for employees during new hire and open enrollment periods and leaves of absence
- Prepare all new employment packages and maintain personnel files; Assist with appraisal and salary review process

EDUCATION

LUBBOCK CHRISTIAN UNIVERSITY – LUBBOCK, TEXAS

Bachelor of Arts (B.F.A.), Fine Art 1994