

LATOYA HAMILTON

WORK HISTORY:

HR Generalist

VoiceComm – Pennsauken, NJ

August 2017 – Present

Administers various HR plans / procedures for all organizations personnel
Assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies / procedures manual
Monitors the performance evaluation program
Benefits administration; change reporting communicating / facilitating benefit information to employees
Conducts recruitment for all exempt and non-exempt personnel, including temporary employees
Conducts all new-employee orientation and on-boarding
Handles employee relations counseling/personnel matters
Maintains HRIS (Paychex/ADP)
records and compiles reports as needed
Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed
Maintains compliance with federal, state, and local employment and benefits laws and regulations
Employee safety, welfare, wellness and health
Administers FMLA with the assistance of PEO
Administers WC by obtaining reports, processing and following up on claims
Administers Unemployment Claims, provide separation documents to the state; Attend UC appeals
HR Representative to all UC, WC, and labor related hearings
Acts as a liaison between employee and management coordinates with Paychex to answer questions or concerns regarding company policies, practices and regulations
Process, verify and maintain documentation relating to HR activities and changes such as staff, training, salary data and performance evaluations
Process bi-weekly payroll
COBRA Administration

RECRUITER

February 2017 – Sept 2017

JURISolutions - Philadelphia, PA

Full Recruitment life cycle - Responsible for the execution of job placement orders for clients globally; aligns job candidate profiles with staffing objectives, source applicants through various methods executing candidate placements for contract, and contract to hire positions, pre-screening, interviewing, and new hire on-boarding of attorneys, paralegals, legal administrators; Processing of background checks, drug screens, reference checks and employment verifications, candidate and project management. Managing applicant tracking systems, posting jobs and jobs adds on jobs boards and within the ATS, maintaining rapport between clients, management, and employees.

HRIS ADMINISTRATOR/RECRUITER

October 2015 - Nov. 2016

JEVS Human Services – Philadelphia, PA

Recruitment Specialist - Screened Healthcare applicants, schedule interviews, interview candidates, make offers, prepare offer letters, run criminal history reports, run FBI checks, administer drug test, schedule candidates for new hire orientation.

HRIS Administrator- proficient In ADP data entry, reporting, new hire on boarding, hiring new employees into the HRIS system, establish profiles for payroll processing, direct deposit enrollment, process terminations, disciplinary actions, evaluations, exit interviews, promotions, dept. transfers, track W-4 and I-9 information, run audits, retro pay calculations.

HR GENERALIST

November 2013 - Oct. 2015

Exclusively Yours Event Services - Sicklerville, NJ

Recruitment Specialist - creation and management of recruitment life cycle; offer proactive recruiting assistance;

maintain relationships with employment agencies to ensure the selection of the most qualified candidates

Compensation Specialist - performing job evaluations; recommending, planning, and implementing pay structure revisions

Benefits Specialist - open enrollment lead, counsel staff on benefit programs, analyzing and assessing benefit trends for recommendations to remain competitive with benefits program

Training Specialist - creating and leading training of staff including new hire orientation; train and provide support to HR team members

Employee Relations - Provide quality advice and service to management on daily employee relations and performance management issues; Identify ways to improve policies and procedures; Implement and administer employee policies; Support the HR dept. in implementing programs to help improve the employee experience; Prepare termination and severance letters, FMLA, Unemployment, Workers Comp.

ADMINISTRATIVE ASSISTANT

November 2006- June 2015

Avenues to Independent Living - Woodbury, NJ

Prepare department-billing statements for payment

Audit monthly reports, track and manage files in I-record

Coordinated department meeting, schedule management (e.g. IHPs, IDTs, Case manager site visits)

Track Consumer Approvals

Assist Department Director with ongoing operations

Created and managed spreadsheet tracking of consumer reviews

Provided case management to mental health teens and young adults

Assisted young mentally and intellectually challenged adults in employment searches

Helped mental health teens and young adults develop job skills

EDUCATION:

University of Phoenix - Phoenix, AZ

August 2012- June 2015

Bachelors of Business in Human Resource Management GPA 3.7

CERTIFICATIONS:

Prevention of Abuse & Neglect, Medication Administration Training, Overview of Developmental Disabilities, Oral Health, CPR/FA, Certified Teacher, Person-Centered Planning & Connection to Community Supports, Employment Specialist, ADP Payroll Solutions, Excel, Employment Law, HR Law

SKILLS: Strong knowledge of HR law, Employment Law, Microsoft Office Suite, Management Experience, Excellent Verbal and Written Communication Skills, Detail Oriented, Payroll, ATS, Outlook, SharePoint, Gmail, Paychex, ADP(data entry, reporting, merits, performance evaluations), Recruitment, WC, FMLA, on-boarding, off- boarding, COBRA, implement/update policies