

ALLYSON E. STOREY

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HUMAN RESOURCES GENERALIST – 10 YEARS EXPERIENCE

SUMMARY

Innovative human resources professional experienced in all aspects of employee relations and collaborating with multiple departments, staff, and clients. Direct management skills to create and apply programs and deliverables. Outstanding verbal, written, relational, and presentation skills to productively forge relationships with employees.

CORE COMPETENCIES

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| • Leadership skills | • Lead Investigator |
| • Excellent verbal and written communications skills | • Department Head in Records, Law Compliance, OSHA, Benefits, Recruitment, Onboarding and Termination |
| • Proficiency in Microsoft Suite | • Highly Discrete with all Confidential Information |
| • State and Federal Compliance | • Conduct Employee Training and Presentations |
| • Versed in Corporate Administration | |
| • Experienced in Employee Relations | |
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NOTEWORTHY ACHIEVEMENTS

- Created programs for Employee Training on Corporate Education and Policies
 - Employee Handbook creator and upkeep
 - Created and Ran Charity involvement with other local businesses and organizations
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EDUCATION

Bachelor of Arts in English Literature, Minor in Philosophy, Honors
Rutgers College, Rutgers University New Brunswick, New Jersey

CERTIFICATIONS

- AMA in Human Resources, Mercer County Community College
 - Excel 2016, Burlington County Community College – Beginner and Intermediate, 2019
 - Proficiency in Microsoft Suite
 - Notary Public – 2006-2014
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CHARITY WORK

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| • American Heart Association | • Four Diamonds | • Kisses for Kyle |
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