

Donald Jon

Human Resources Manager

Experienced and people-oriented Human Resources Manager with seven years of industry experience, three times HR Executive of the Year award winner, HRIS certification, and SHRM-SCP certified. Looking to utilize the experience working in an organization of 350+ people to manage the HR department at ABC Inc.

Work History

2016-07 -
2021-02

Human Resources Manager

UVW Group, Rochester, NY

- Monitored and handled all employee claims, including performance-based and harassment incidents.
- Directed and controlled various benefit programs, including 401K, medical, dental and vision packages.
- Oversaw a human resources department of 8 team members and their various functions
- Reduced turnover rate by 100 percent within 2 years through improved company-employee relations
- Researched, recruited, staffed, and trained new employees which increased overall company productivity by 21 percent
- Implemented a new on-boarding process which cut down training times by 2 days
- Developed succession plans and promotion paths for all staff.

2015-05 -
2017-07

Human Resource Associate

XYZ Group, Memphis, TN

- Maximized team knowledge and productivity by effectively training, monitoring and directing

Contact

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Phone

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Skills

Benefits administration



Succession planning



Workforce improvements



Payroll coordination



Benefits and compensation management



Training and mentoring



Team Building



Records Keeping



Recruitment strategies



Online Sourcing



employees in application of best practices and regulatory protocols.

- Developed health and safety protocols that reduced work-related accident by 97 percent
- Administered payroll, company benefits packages and ensure compliance with the company's policies and directives
- Administered and processed documentation related to new hires, job candidates and pre-employment tests

Education

2017-11 - 2019-11 **Master of Science: Human Resource Management**

University Of Wisconsin - Madison, WI

2013-01 - 2021-01 **Bachelor of Science: Human Resources Management**

New Mexico State University - Las Cruces, NM

Affiliations

- Society of Human Resource Management (SHRM)
- Human Capital Institute (HCI)
- American Payroll Association (APA)
- Freemason

Certifications

2018-02 SHRM-SCP - SHRM Senior Certified Professional

2017-07 ATD Certified Professional in Learning & Performance (CPLP)

2016-02 HRIS Certification / HRIP Certification

Awards

- HR Executive of the Year, HRPRO Northeast (2017,

2018, and 2019)