**[HR Generalist](https://www.postjobfree.com/resume/adp2m6/hr-generalist-arlington-va)**

**Location:**Arlington, VA, 22204

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**Resume:**

Rodney Quinones

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Summary

Dedicated HR professional with over eighteen years of experience managing a full spectrum of human resources

programs, services and functions. Incomparable ability to prioritize and carry out multiple HR projects and deadlines

concurrently. Unmatchable organizational, time management and interpersonal skills. Proficient in providing a broad

level of counseling on recruitment, employee relations, retention and training programs and handling complex situations

with professionalism and confidentiality Effective in team and individual work environments. Confident and poised in

interactions with individuals at all levels.

Key Skills

Benefits / Payroll Administration Staff Recruitment & Retention

Program and Event Management Disciplinary Procedures

HR Policies & Procedures Employee Development & Training

Team Building and Morale Mediation / Dispute Resolution

Legal Issues & Compliance (ADA, FMLA, LOA, STD, EEO, OSHA)

HRIS applications (Ceridian, Ceridian Employee SelfService, Oracle, Kronos,

Paychex, Stromberg, ADP, EVerify) MS Office (Word, Excel, PowerPoint, Outlook)

2015 2015 Contractor HRIS at American Diabetes Association, Alexandria, VA

Temporary assignment managing and supporting the HR and Payroll departments with Kronos timekeeping

system.

2014 2015 Sr. SP H.R. Operations Support, Washington Gas Light, Springfield, VA

Responsible for coordinating compliance responses for HR operational activities related to payroll, pension and

benefits operations, including facilitation of internal and external audits, preparation and distribution of required

notices, and other operational compliance activities, in an accurate and timely manner. Served as the business

liaison between the company and service providers for HR, payroll, and benefits operations. Identified and

coordinated resolution of activities and problems and ensured that services delivered by service providers meet

contractual performance requirements and metrics.

2011 2014 Sr. Manager HRIS/Generalist Staffing, Compensation and Benefits, American Diabetes

Association, Alexandria, VA

Managed the organizations employee database, position budgets and updated personnel files. Provided monthly

staffing reports with organizations positions budgets and quarterly executive review reports.

Main point of contact for all inbound HRIS related requests from Managers and HR staff, which included reporting

and updating personnel data to ensure consistency within the company systems. Provide weekly reports and

audits to ensure the accuracy of the personnel information entered in databases.

Assisted and supported management and the leadership team with handling and resolving HR issues.

Supported Payroll, Compensation and Benefits, Staffing and the Training & Development departments.

Responsible for employee relations including counseling, administration of personnel policies and procedures

maintaining positive employee interactions.

Responsible for sending promotion letters, severance letters, employment application intake, sending job offers to

candidates, file maintenance, assisted employees with personnel information and interpretation of policies and

procedures.

Managed department monthly invoices and administration fees. Prepared invoices for payment authorizations

through Oracle.

Administrating various benefits programs such as insurance enrollments, Cobra, 401K, etc.

Managed and ensured the completion of all new hire paperwork, employee benefits and policies. Audited all new

hire information entered into database Ceridian as well as all payroll changes. Audited I9 documentation for

accuracy.

Key Accomplishments:

Played a key role in ensuring the successful launch and implementation of the Kronos payroll system.

Maintained various HRIS systems to improve management of tracking of the organizations positions and

budgets.

2004 2011 Human Resources Generalist, Latite Roofing & Sheet Metal, Pompano Bch, FL

Work with managers regarding staffing needs and interview Candidates for different positions.

Administer internal and external recruitment and placement activities, review applications and resumes,

references, job skills, testing, background checks, drug testing and issue employment offer letters.

Conduct new employee orientation, ensure completion of all new hire paperwork and explain employee benefits

and policies Input all new hire information into database Stromberg and Paychex.

Preparation and implementation of job descriptions in the company.

Responsible for the administration of all benefits, which include: Medical, Dental, 401K, Allstate, Life Insurance,

Cobra, Short Term Disability and LTD.

Communicate information regarding plan coverages and assist employees regarding issues and claims.

Workers compensation: Assisted in claims and administration of safety programs.

Identify legal requirements and government reporting regulations affecting human resources functions and ensure

policies and procedures and reporting are in compliance.

Represented company regarding personnelrelated hearing issues i.e. unemployment.

Consistently maintaining favorable and effective relations among employees, accountable for motivating

supervisors and managers to ensure fair and consistent treatment of their employees.

Ensured that relocating employees from entrylevel staff to highlevel executives could function productively in their

new positions by assuring that their immediate relocation needs were satisfied.

Guaranteed that employees received their expense reimbursements in an accurate and timely manner through

expense tracking.

Coordination of employee and companywide events.

Measurable Accomplishment:

"Slashed costly employee turnover 50 percent through development of new orientation program, formal job

descriptions, crosstraining initiatives and 360degree feedback instruments."

Slashed more than 60 percent off the uniform bill by creating a new tracking program and employee accountability

system.

2001 2004 Remodeling Contractor, SelfEmployed, Miami, FL

Landscaping, patio remodeling residential painting, construction labor and interior decorator. Quickly translated

customers requirements into pleasing design schemes.

2000 2001 Service Manager, Ultimate Staffing Services, Miami, FL

Recruit personnel for a variety of job openings, Including attending job fairs Assist candidates with employment

factors such as education, job experience, training skills and all data pertinent to selection, screen applications

and resumes to obtain and verify information ensuring satisfaction of minimum requirements. Schedule and

conduct interviews with those who are prospective candidates for a job and ensure their placement on the right

job. Administer a variety of tests to measure abilities and skills. Monitored employees performance while placed

on assignments. Respond to telephone inquiries and walkin applicants regarding advertised job openings and

provide appropriate customer service. Maintained personnel records and administrative files.

1997 2000 Human Resources Associate, City of Minneapolis; Mpls, MN

Assist candidates with employment factors such as education, job experience and training skills to match

qualifications to available positions. Screen applications, obtain and verify necessary information such as

references to ensure satisfaction of minimum requirements. Schedule, administer, evaluate and compile results of

a variety of tests measuring the skills and abilities of applicants to establish eligible lists based upon test results.

Research and gather documentation in response to grievances and appeals. Respond to telephone inquiries and

walkin applicants regarding advertised job openings and provide appropriate customer service. Provide

information to employees regarding city policies and civil service rules. Coordinate and attend job fairs to promote

city employment. Provide Spanish translation services and support projects for minorities. Actively participate on

the "New Arrivals" committee, developing improved ways of serving immigrants. Provide support to other HR

associates as appropriate. Proofread and edit a variety of written materials. Established recruitment resource

library

Education

HR Generalist Certificate; Carlson School of Management; University of Minnesota; Minneapolis, MN

Public Human Resources Certificate; Carlson School of Management; University of Minnesota; Minneapolis, MN

Coursework in General Accounting; Inter American University of Puerto Rico; San German, PR