

Misty Hardee

mistymardee3279@gmail.com

Tabor City, NC 28463

(910) 207-8798

- Skill Profile:**
- Proficient in Microsoft Word, Excel, Outlook.
 - Experience in human resource management in a large corporate setting.
 - Operate and maintain various of office equipment and programs.
 - Manage employee onboarding process, senior staff relations and retention efforts.
 - Dependable, self-motivated, focused, hard-working, detail oriented.
 - Flexible and willing to tackle new tasks or special projects.

Work History: **Human Resources Specialist (2019 - Current)**

National Spinning, Whiteville NC

- Managed employee and senior staff relations to safeguard confidentiality and corporate health.
- Developed and implemented training and promotional resources for staff.
- Fostered communication from employee to senior management with comments or concerns.
- Completed routine risk assessments of operations to ensure employee safety and mitigate corporate liability.
- Guided potential candidates through the application, assessment, and onboarding process.
- Elevate deficient employees through education and evaluation to ensure staff and teams operated to the full potential.

Quality Control Technician (2011-2019)

National Spinning, Whiteville NC

- Provided quality assurance on products to ensure customer satisfaction.
- Certified all finished products before export.
- Maintained laboratory safety regulations.
- Educated other staff on safe effective practices to create a quality product.
- Coordinated with customers to review product specifications.

Machine Operator (1996-2011)

National Spinning, Whiteville NC

- Operated and maintained heavy manufacturing equipment.
- Trained other staff on operations of equipment.
- Troubleshooted equipment malfunctions.

Education: **NC High School Diploma**
Whiteville High School, Whiteville, NC

References available upon request.