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SKILLS:

- Strong knowledge of California State and Federal Labor Laws
- Experienced with several different HRIS: ADP, PayChoice, TimeForce, iSolved
- Extremely proficient with Microsoft Office Suite including Word, Excel, PowerPoint and Outlook
- Applicant Tracking System implementation/management experience: Taleo, JobScore, PeopleClick
- Excellent written and verbal communications with strong interpersonal skills at all levels of the organization
- Personable and driven; strives to provide the best service

EDUCATION AND CERTIFICATIONS:

- B.A. Psychology, San Diego State University, *Graduated Magna Cum Laude*
- Society for Human Resources Management Certified Professional (SHRM-CP) – Current
- Professional in Human Resources Certification, with California Specialty (PHRca) – Current

EXPERIENCE:

Voices for Children, Inc. (www.speakupnow.org)

Director of Human Resources
Human Resources Manager

1/15 – Current
10/13 – 1/15

- Develop and administer policies, procedures and activities of the HR function
- Input and process payroll for the organization; train managers on California wage and hour laws
- Develop, direct and maintain all staffing strategies, initiatives, and processes
- Manage all recruiting efforts, meet with hiring managers to determine staffing needs, post job openings, conduct phone screens and in-person interviews, etc.
- Implemented JobScore applicant tracking system and train managers on how to use it
- Ensure job descriptions for all employee positions are up-to-date and accurate
- Maintain employee files and other HR records in compliance with recordkeeping requirements
- Participate in management and staff meetings to inform on HR matters
- Provide advice and training to managers regarding policies, procedures, disciplinary actions, terminations, and employment laws
- Maintain and update employee handbook
- Review and process all new hires, transfers, and terminations
- Maintain open door policy with staff to discuss any employee issues, complaints, and/or suggestions; conduct investigations when employee complaints or concerns are raised
- Handle benefits administration to include enrollments, terminations, changes; coordinate annual benefits review and open enrollment process
- Manage performance review process and strive to continually improve it
- Manage leaves of absences (FMLA/CFRA/PDL, ADA, etc.)

ConAm Management Corp. (Property mgmt; 1500 employees, multi-state) 9/09 – 1/12
Human Resources Generalist

- Completely revised comprehensive recruitment/hiring program for the company; traveled to regional offices in the U.S. to conduct training on the recruiting program
- Reviewed several applicant tracking systems and selected Taleo; managed the Taleo implementation and company-wide rollout; created training manual with practical exercises and conducted training for 12 regional recruiters; maintained system updates
- Managed all recruiting efforts for Corporate office: met with hiring managers to determine staffing needs, posted job openings, conducted phone screens and in-person interviews, skills testing, etc.
- Trained managers and staff on recruiting/interviewing skills
- Investigated employee complaints in compliance with Federal, State, and local employment laws
- Conducted monthly training webinars for human resources administrators
- Conducted new hire orientations; revised and streamlined orientation process to save time and resources
- Reviewed and revised employee handbooks, policies, and procedures
- Reviewed and approved new hire paperwork

- Prepared and delivered offer letters and other required documentation for corporate level positions

Storm Staff, San Diego, CA (Temporary/Contract Position)

Corporate Human Resources Manager (Elder Care – Supported 9 Facilities) 12/17/08 – 2/27/09

- Supervised the Receptionist; handled questions, employee issues, complaints, etc. from the HR Reps
- Benefits Administration: reviewed benefit invoices (health, dental, vision, AFLAC, etc.), matched payroll deductions to bills, processed invoice payments, helped employees with benefits questions and/or claims
- Sexual Harassment training – conducted sexual harassment training for managers in accordance with AB1825
- Terminations: reviewed and processed termination paperwork; trained supervisors on termination procedures
- Managed employees' leaves of absences: FMLA, Pregnancy Disability and/or CFRA leaves
- Payroll: processed payroll at the Corporate office
- Managed unemployment claims

Peregrine Semiconductor Corp., San Diego, CA

10/2007 – 10/31/08

Human Resources Representative (Laid off as part of a company-wide reduction in force)

- Generalist Human Resources position: full-cycle recruitment/hiring, benefits, payroll, employee issues, etc.
- Coordinated recruitment and hiring process to include selecting/sourcing candidates, phone interviews, setting up and conducting on-site interviews; exempt, non-exempt and temporary positions;
- Created offer letters; processed new hire paperwork; conducted new hire/benefits orientations
- Negotiated agreements/rates with recruiters and agencies
- Coordinated with immigration attorney on processing new hires requiring H1B sponsorship (or transfer)
- Handled benefits administration to include enrollment elections, changes and terminations
- Reconciled monthly carrier premium invoices; responded to employee inquiries regarding benefit plans, assisted in resolving claims, coverage or eligibility issues
- Participated in annual benefit review and assessment preparatory to open enrollment
- Input and processed payroll for all employees using ADP (250 employees; multi-state)
- Maintained and updated HRIS in compliance with federal, state and company regulations; entered all new hires; processed terminations; handled termination paperwork (exit checklists, COBRA paperwork, etc.)
- Maintained training records for all employees and updated training database regularly
- Handled employee inquiries, complaints and suggestions

Spherion/Mitchell International

8/2007 – 10/2007

Human Resources Staffing Specialist/ Campus Recruiter (Temporary/Contract Position)

- Processed all new hire paperwork in HRIS
- Pitched campus recruiting program to hiring managers and scheduled campus recruiting efforts
- Conducted background checks and education verifications
- Conducted weekly new hire orientation to include benefits training and enrollment
- Recruiting functions: updated/maintained ATS (PeopleClick), sourced/screened, interviewed candidates

Wireless Facilities, Inc. (WFI) (Now Kratos Defense)

6/2005 – 5/2007

Human Resources Administrator

- Maintained and updated HRIS daily
- Audited/maintained/updated employee files in compliance with federal, state and company regulations
- Coordinated benefits enrollments to include health, dental, 401k, life insurance, and FSA
- Coordinated with managers to get performance reviews completed and submitted
- Processed monthly reports: EEOC, monthly new hire/term detail, managers' lists, headcount, etc.
- Completed all employment verifications for current and past employees
- Maintained Employee Education Reimbursement program
- Created/audited/updated company job descriptions
- Administered new hire orientation
- Entered new job postings on external job boards and company intranet
- Performed background checks (DMV, State/National, Criminal)
- Created offer letters for new employees and sent out new hire documents for completion; prepared and updated welcome kits for new employees
- Coordinated off-site functions such as corporate meetings, conferences, social gatherings, etc. (i.e. Sales meetings in Las Vegas for 50-100 people and Company Holiday party planning for 200+ employees)