

H. R. Professional
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OBJECTIVE

Through the application of expert knowledge, training, education and 30 years experience, provide any small to medium size business with the services, tools, and resources to increase productivity and profitability along with the security of compliance in all aspects of payroll, employment and benefits.

EDUCATION/CERTIFICATIONS

- MS Finance, University of Maryland
- MS Computer Systems Management, University of Maryland
- MS, Business Administration, University of Missouri
- BS Personnel and Labor Relations, University of Maryland
- BS, Business Administration, College of Notre Dame
- Dale Carnegie Instructor Specializing in Individual Development, Sales and Management
- PHR, Professional Human Resources Certification
- SPHR, Senior Professional Human Resources Certification
- Licensure and over 20 years of experience in Health, Dental, Life, Disability, and Fixed Annuity Insurance
- Over 60 years of management experience
- Over 1,000 hours of specialized training in Workers Compensation, Employment and Labor Law, Payroll Practices, Compensation, ADA, FMLA, FLSA, Benefit Administration and more

REFERENCES

- Small to medium size profit and not-for-profit business clients from manufacturing, health care, financial services, construction, transportation, associations, educational and many more have benefited from our services for over close to 15 years.
- Talk to one of our clients and hear firsthand how they have benefited from our services.

ADDITIONAL ACTIVITIES/AFFILIATIONS

- Active member in good standing, National Association of Professional Employer Organizations (NAPEO)
- Active member in good standing, Society from Human Resources Management (SHRM)
- Active member in good standing, American Payroll Association (APA)
- Community involvement with Susan G. Komen Breast Cancer Foundation, Cystic Fibrosis Foundation, WeCare and Friends, Multiple Sclerosis Society, House of Ruth and HRi Scholarship Foundation for Academic Excellent and Community Service

Through the application of these areas of expertise The result and benefit for your business can be:

Advanced Knowledge of Benefit Administration

Accessibility to full-service benefit selection and administration to include, cost-effective options based on employer needs including rate comparison, consultative selection support and full-service implementation of health and dental plans, vision benefits, life insurance options, 401k availability, tax-deferred flex spending account accessibility, short and long term disability, credit union memberships and more.

- = Cost benefit to business from time saving and costs associated with benefit shopping.
- = Increases employee attraction and retention by offering a larger range of benefits at a considerable savings.
- = Allows businesses to reduce and/or eliminate time spent on employee benefit questions by providing direct access to Benefit Specialists.
- = Benefit selection can reduce employer/employee taxes. Fingertip access to benefit utilization reports. Customized employee satisfaction survey and results to improve retention.

Through the application of these areas of expertise

Expertise in Payroll Administration

Advanced skills in payroll processing, tax filing, FICA, FUTA, SUTA, garnishments, W-2 distribution, direct deposit, vacation & sick leave tracking, quarterly payroll reports, web payroll reporting access, unemployment claim administration. Expert knowledge of over-time regulations, minimum wage rates and reporting requirements.

Strong Comprehension of Compliance and Regulatory Requirements

Combined in-house knowledge and advanced interpretation and application of IRS, FLSA, FMLA, EEO, HIPAA, OSHA, Worker's Compensation regulations and reporting requirements.

Expert Resource in Employment Policies and Practices

Expert knowledge of development, implementation and monitoring of personnel policy manuals, employee relations, workforce planning including focused employee retention programs.

Access to HR Training Professionals

Customized training programs specific to business needs including, Legal Aspects of Interviewing, Behavior Based Interviewing, Effective Management Skills, Performance Management, Workplace Diversity and Harassment Prevention and individual one-on-one coaching for supervisory and management staff utilizing in-house training experts.

Expertise in Human Resources Development

Consultative and partnership approach to analysis of, development of and implementation of, performance appraisal systems, compensation program, strategic staffing plans, employee satisfaction survey trends and corrective plans, exit interviews, job description creation, effective employment interview plans, background and reference checking and more.

The result and benefit for your business can be:

- = Peace of mind services, reduces company liability. Timely and accurate payroll processing reduces employer time spent and costs associated with payroll administration.
- = Efficient unemployment claim processing can reduce unemployment costs.
- = Easy access web payroll reporting and fingertip access to payroll related reports. Fully-staffed Payroll department provides easy access for payroll inquiries from businesses and individual employees.
- = Reduce business liability exposure through peace of mind compliance audits and advice from in-house experts.
- = More efficient use of business resources by allowing in-house monitoring and application and reporting of required compliance factors specific to your business.
- = In-house employee handbook development allows business to consistently apply policies and procedures.
- = Reduces liability and legal costs through expert counseling and coaching on employee relations matters.
- = Retention programs based on business needs can reduce turnover costs and employee satisfaction and productivity.
- = Reduce liability by providing training for supervisors and management. Increase employee satisfaction through ongoing development of managerial skills.
- = Increase profitability by improving on managers hiring skills which result in fewer costly bad hires.
- = Increased productivity of workforce by analysis of current systems in place and development and implementation of enhanced systems.
- = Reduces company liability through systematic application of programs.
- = Timesaver for businesses, allowing them to utilize our in-house experts on the development of and implementation of focused employee retention, training and motivational techniques.