LeAnn Smith, PHR

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# Human Resources Manager

* **Certified Professional in Human Resources (PHR)** offering a 7-year HR career illustrated by recognized performance and proven results both in and out of the hospitality industry
* **Extensive background as HR generalist**, experience in employee recruitment and retention, staff development, benefits and compensation, HR records management, HR policies development and legal compliance.

Human Resources Skills

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| --- | --- | --- |
| HR Department startup  Employment Law  FMLA/ADA/EEO/WC  Mediation  HRIS Software | Employee Recruitment & Retention  Employee Relations  Benefits Administration  Payroll Processing  Unemployment Compensation Processes | Orientation & On-Boarding  Training & Development  Performance Management  Organizational Development  HR Policies & Procedures |

Professional Experience

## Spinal Concepts, inc — Reading, PA

Leading medical device distributor for DePuy Synthes Spine, a Johnson & Johnson company.

Human Resources Manager, April 2010 to Present

Recruited to create the Human Resources position for the company

### Key Responsibilities:

Worked with owner to create company policies, procedures and handbook

Assess, market and make annual recommendations for the overall insurance needs of the organization

Administer business insurance as well as associates health, dental, disability insurance and 401(k) plan

Developed new sales representative training program with management team

Ensure company compliance with all State, Federal, and Local employment and labor laws

Assist in the recruitment of qualified candidates

Handle new hire orientation process including background checks and drug screens

Maintain personnel and medical files

Ensure compliance on all company and government mandated training courses

Assisted in the creation of an internal company website to increase communication

Support sales team in tracking of compliance for hospital credentialing companies

Responsible for compliance of all company, corporate and government required training for sales force

Developed interview training program for managers to increase quality of interviews

Assist all employees with any employee relation needs to create positive working environment

Professional Experience *(continued)*

## Harbor Magic Hotels — Baltimore, MD

Three independent boutique style hotels owned and operated by Meyer Jabara Hotels

Training and Recruiting Manager, April 2007-Dec 2009

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| HR Manager, December 2009-April 2010 |  |

Hired to fill a new position of Training and Recruiting manager to focus on employee relations and retention and was promoted to fulfill complete HR Manager duties

### Key Responsibilities:

Managed all Human Resources activities for three independent hotels and 150 associates

Maintained personnel records including new hires, transfers, terminations, changes in job classifications, merit increases, etc.

Administered benefits and 401(K) plans, including associate education and enrollment

Facilitated associate relations, including coaching and counseling sessions with managers and associates

Conducted periodic wage surveys and make compensation recommendations

Managed Unemployment Claim and Workers Compensation claims process

Manage associate Reward and Recognition initiatives including: Monthly newsletters, associate rallies and celebrations, family activities

Wrote internal marketing plan on strategies for recruiting, retention and rewarding associates

Designed and implemented 90 day training program for each department

Conducted all training classes for associates including: New Hire Orientation, company culture training, reservation training and customer service training

Exceeded corporate training goals

Recruited candidates to match open positions to fit organizational needs and values

Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.

Created and implemented J-1 Visa yearlong training program with international students

Education & Certifications

## Penn state university — Wyomissing, PA

Associate of Science (AS) in Hotel, Restaurant and Institutional Management, 2003

Activities: Member of the Hotel Restaurant Society

#### HR Designations:

PHR (Professional in Human Resources), 2011

Computer skills

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| --- | --- | --- |
| MS Word  MS Excel | StaffSoft  Ceridian HR/Payroll | MS PowerPoint  MS Outlook |

Of Note

#### Professional Development:

Continue to complete ongoing training in the areas of compensation and benefits, employee and labor relations, labor and employment laws, workers’ compensation and workplace safety/security.

#### Affiliations: Society for Human Resource Management (SHRM), Local and National Membership