**Sue Johnson**

Exton PA 267-336-8599 Romainejhnsn@gmail.com linkedin.com/Iamhired

**HUMAN RESOURCE MANAGER / HR GENERALIST**

Experienced Human Resource Manager/ Generalist with payroll oversight and payroll processing. Strong employee relations background. Full cycle recruiting experience and Talent Acquisition. Administered Department Human Resources functions for the Environmental and Food Services Department managing 600+ full-time employees.

**TRAININGS**

Wage & Hour laws - Preventing Sexual Harassment -Crucial Conversations Training

Certified Medical Waste and Blue Force Payroll System

**SOFTWARE SKILLS**

SAP, Cobra. Answer Key, Microsoft Word, Excel, Powerpoint, Word Publisher

**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contract Agency**, Philadelphia, Pennsylvania

**Comcast – Leave of Absence Coordinator** 9/2015 – Present

* Coordinate LOA for Comcast employees and liaison to the HR/local team updating on LOA status
* Conducted conference with HR and Legal regarding next steps for non responsive employees
* Worked closely with employees to assist the LOA process
* Processed approval accommodations, Medical Leave of Absences letters and denial letters

**Crothall Health Care** at University of Pennsylvania Hospital Philadelphia, Pennsylvania 2010-2015

**HR Site Manager (August 2013 – August 2015)**

* Administered Department Human Resources functions for the Environmental and Food Services Department managing 600+ full-time employees
* Conducted all interviews and listings of every job opening with state agency
* Coordinated staffing, orientation hiring, discipline, manage payroll and benefits
* Managed Family Medical Leave Act & Leave of Absence programs and personnel records
* Arranged and managed benefit for medical, dental, short and long term disability, life insurance and assisted with 401K
* Led and conducted yearly employee performance appraisal process
* Liaison to the union for all union matters and concerns, participated in union negotiations for union contract
* Maintained Official of Federal Contract Compliance Program logs
* Worked closely with Labor Management regarding all terminations
* Coordinated unemployment claims with 3rd party consultant and attended unemployment hearings

**Crothall Health Care** Wayne, Pennsylvania –Boston, Massachusetts

**Office Manager (July 2011 – July 2013)**

* Assisted the Regional Manager with billing and maintaining the corporate office in Boston
* Coordinated schedules, vacation and personal time for 100+ Full-time Employees
* Processed payroll and scheduled appointments for all vendors
* Maintained employee files and coordinated new hire paperwork for all hourly associates

**Crothall Health Care Corporate Headquarters** Wayne, Pennsylvania

**HR Administrative Assistant (August 2010 – June 2011)**

* Assist the HR Director in the Northeast Region, maintained her calendar and yearly budget
* Coordinated new hire paperwork for newly hired Managers
* Processed relocation and tuition reimbursement
* Entered all new hires with HR and payroll systems updates (average 100 + new hires yearly)