

Lora Williams

To utilize my education and experience in a position that will allow me to positively contribute to an organization and the people it serves.

Authorized to work in the US for any employer

WORK EXPERIENCE

Director of HR and Talent Development

Merit Brass Company - Richmond Hts, OH -

2015 - Present

- Job Descriptions and Wage Analysis (4 states)
- HR and Organizational Compliance (wage an hour, OSHA, etc.)
- Research, Develop, and Implement Company Programs
- Employee Relations
- Policies and Procedures- Strategic Planning
- Executive Management Team member (EMT) for company-wide strategic initiatives
- Leadership & Associate Training and Development
- Oversee all HR Dept. functions- FMLA, WC, Benefits, Recruitment, etc.

HR Consultant

Independent Consulting - Cleveland, OH -

2014 - 2015

Cleveland, Ohio

- JD, Recruitment, and on-boarding
- Corporate Policies and Procedures
- Workers' Compensation Program
- File Structure and Compliance
- Workplace Violence Consultant
- Analysis for Company Programs

Human Resources Generalist

Cleveland Sight Center (Budget Cuts) - Cleveland, OH -

2013 - 2014

- Recruitment, on-boarding, orientations, training etc.
- Assist with wage analysis and job description
- Benefits and insurance information
- HR Audits-Benefits, Funding, File, etc.
- Legal compliance state and federal regulations

- Employee Relations
- Policies and Procedures -Strategic Planning
- FMLA, LOA, WC, Unemployment, etc.
- Payroll entry

Human Resources Generalist

Lorain City School District (Dept. Restructured) - Lorain, OH -

2010 - 2013

- Recruitment, on-boarding, orientations, etc. for union and non-union positions
- Supervise HR volunteers and manage substitutes in corrective action
- Policies and Procedures
- Employee Relations/Union Relations-grievances, procedures, and negotiations
- Benefits and insurance information
- Manage HR software systems-Aesop, HRIS, and Applitrack
- Licensure, HQT, I-9, FMLA, WC, Unemployment, state and federal compliance

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PROFESSIONAL EXPERIENCE (cont.)

Human Resources Associate

Lakewood Hospital-Cleveland Clinic - Lakewood, OH -

2007 - 2010

- Recruitment support, on-boarding, orientations, etc.
- Clearance and Compliance-Clinical student coordination
- Policies and Procedures
- HR Audits-I-9, File, Medical, etc.
- Licensure compliance
- Event Coordination-Recognition Awards, Holiday Benefits, etc.
- Supervise students in the St. Martin de Porres Program

EDUCATION

Master of Science in Leadership

Grand Canyon University - Phoenix, AZ

2012 - 2014

MBA in Human Resource Management

Indiana Wesleyan University - Marion, IN

2010 - 2012

Bachelor of Business Administration in Management

Kent State University - Kent, OH

2006 - 2007

SKILLS

HR, MBA, TRAINING, ADP, CERIDIAN

ADDITIONAL INFORMATION

SKILLS & QUALIFICATIONS

- 13 years of HR Experience in various industries
- Graduate Level Degrees-MBA-HRM and MS in Leadership
- Results Driven with an Emphasis on Communication
- Project and Time Management Skills
- Training and Continued Education Background
- Technical Skills: Microsoft Office, ADP, Ceridian, Kronos, SB Client, Paycor, Aesop, Applitrack, Oracle, iCIMS, Litmos, Biz Library, Cornerstone, 95wpm, etc.
- State and Federal Laws: Employment, Healthcare, Licensures, Funding, etc.
- Leadership and Management Skills
- Strong Work Ethic