

Thomas E. Reynolds – SHRM - CP

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PROFESSIONAL SNAPSHOT

Six years as a Human Resources Professional and Five years of proven experience in the U.S. Army.

- 24 months deployed in Iraq
- HR Law
- Compensation & Benefits
- Managed Workers Comp
- Safety & Compliance
- Training & Development
- Records Management
- Maintaining & Tracking Reports
- Writing Policies and Procedures
- Employee Relations
- HRIS Systems
- Investigations & Reporting
- Performance Review Admin
- Retention Management
- Corporate Recruitment
- State Government Compliance
- QA/QC HR inputs/transactions
- ADA/EEO/FMLA compliance
- Attention to Detail
- HR Support for Senior/Executives
- Employee Mentoring

PROFESSIONAL EXPERIENCE

**Loxahatchee River District–Jupiter, FL
Human Resource Generalist/Manager**

10/15 – Present

- Managed Day to Day HR & Safety Operations
- Sole HR for 81 employees
- Developed HR department from scratch
- Advise all levels of management on HR Policy/laws
- Train employees & managers on current laws
- Managed FMLA, EEO, ADA, WC
- Updated Policies and Procedures
- Performed Compensation Study
- Implemented New Hire Onboarding
- Performance Reviews and Development
- Current on State & Federal laws and statutes
- Conducted Hiring/Terminations
- Led Workers Compensation cases
- Responsible for taking paper documents and transferring to E-Files
- Incident Investigations and Reporting
- Career Development & Mentoring

DTI Global – Atlanta, GA

05/15 - 10/15

Human Resource Project Manager - Contract

- Led a team of 5 HR administration Employees
- HR Project Manager for a 1300 employee merger
- Responsible for taking paper documents and transferring to ADP Vantage
- Sorting New Hire Packets, Tax Documents, I-9's ensuring accuracy of document
- Ensure teams accuracy and achieved deadlines

SAIA LTL – Johns Creek, GA

01/14 – 05/15

Human Resource Assistant

- Assisted in new hire process by setting up interviews, coordinating pre-employment testing and job offers; resulted in accolades for excellence by senior management
- Directed and developed new hire orientations while creating personnel files for new employees

- Assisted the HR Coordinator with inputting FMLA data into JJ Keller with 100% accuracy
- Provided full administrative support to the HR (Human Resources) Director and the Vice President of HR by creating letters, maintaining departmental spreadsheets, preparing meeting presentations, coordinating department meetings and travel, mailing, scanning, faxing, shredding, filing and other related duties
- Completed daily inquiries of staff and employment verifications

ARMOUR METALS – Augusta, GA

08/13 – 01/14

Sales Associate

MENARDS – Effingham, IL

01/13 - 07/13

Human Resource Coordinator

- Conducted training and development for 175 team members within organization in regard to equal opportunity, sexual harassment and yearly employee satisfaction surveys
- Handled all functions of HR for all store locations within a 45-mile radius
- Performed all functions of hiring process from screening applications, interview, and hiring

CARMAX – Norcross, GA

05/12 – 01/13

Sales Consultant

Attending college from 2008 - 2012

UNITED STATES ARMY – 3rd ID Ft. Stewart, GA

10/03 – 09/08

Infantryman - E-5/Sergeant - Team Leader

- Led a team of 5 Infantry personnel while conducting global operations in the Middle East
- Managed accountability and maintenance of over \$200K in organizational equipment with zero loss
- Trained personnel in process improvement techniques
- Managed professional development of personnel while providing detailed monthly counseling and professional growth charts; resulted in 4 soldiers being recognized for leadership potential and promotion

EDUCATION

SHRM Certified Professional (SHRM –CP) - 2018

Master of Science in Human Resource Management, Florida International University - 2019

Bachelor of Science in Human Resource Management, DeVry University, Decatur, GA – Dean’s List - 2012

Infantry Basic/AIT – Ft. Benning, GA - 2003

COMMUNITY

Board Member of the Florida Public Human Resources Association - 2018

Active Member of SHRM – West Palm Beach Chapter – 2016

Active in the Veteran Community