

DANIELLE A. PRICE

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PROFILE

Experienced Human Resources professional with over 9 years of experience working in both supervisor and specialty roles, managing a range of teams from one to thirty, with an optimistic, focused, and positive personality. A detail-oriented hard worker, who greatly enjoys working with others, and works well with time sensitive projects. Always providing the highest level of communication, customer relations, as well as all around premium quality service. A passion for people-with an understanding for HR best practices that has contributed to numerous HR initiatives delivering exceptional results.

PROFESSIONAL EXPERIENCE

- Responsible for new hire paperwork, including I-9 verification through E-Verify, W-4, current medical licensure, general profile information and availability; new and existing associate training, including computer-based learning and mandatory medical training completion.
- Administered LOA's for 12,000+ employees company-wide.
- Maintain applicable pay and benefits for all employees on LOA
- Partnered and worked closely with Payroll Team
- Process and administer all leave of absence requests and disability paperwork: medical, personal, STD, and FMLA.
- Effectively interpreted FMLA and ADA implications as they related to leaves of absences and accommodations.
- Complete and submit verifications of employment and state-specific documentation, i.e. CA EDD.
- Facilitate the approval or denial of LOA requests
- Collaborate with TPA's to ensure the timely submission of forms for review, status updates, and final determination.
- Assisted the field management team/operations with employment decisions regarding extenuating LOA circumstances, aligning both company policy and legal requirements.
- Continued open communication with employees on LOA regarding necessary documentation, benefit inquiries, and other information.
- Authorized and submitted PTO consistent with company policy, disability payments, and/or Workers' Compensation benefits.
- Responded to 401(k) inquiries from managers and employees relating to enrollments, plan changes, loans, and contributions.
- Managed the annual catch-up contribution enrollment, compliance, and, audits.

RECENT EMPLOYMENT

Interim Healthcare – HR Coordinator – 01.2019 to Present – Englewood, CO

Responsible for creating and maintaining over 400 associate personnel files, ensuring proper and completed documentation as needed. Review, screen, and schedule interviews for applicants in the medical field.

Ardent Mills – Contract Benefits Specialist – 10.2017 to 11.2018 – Denver, CO

Execute the weekly, quarterly, and annual audit processes related to 401(k) plan administration. As well as assisted with the open enrollment process. Responded to benefit inquiries in US, Canada, and Puerto Rico from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.

MasTec Advanced Technologies – Benefits Administrator – 08.2014 to 09.2017 – Centennial, CO

Administered leave of absences for every employee leave. Acted as a liaison among employees, operations, support teams, HR, and healthcare staff. Maintained accurate record keeping necessary for compliance with both company policies and government regulations.

CERTIFICATES & QUALIFICATIONS

- HRIS systems (Oracle, PeopleSoft, Kronos, ADP, Taleo, Interlink, ORCA, SMART)
- Microsoft Office Suite (Word, Excel, PowerPoint, OneNote, Outlook)
- Leave of Absence Regulations (ADAAA, FMLA, CFRA, USERRA)
- Company-Offered Benefits (medical, ESPP, 401k, EAP); disability (STD, LTD, CA EDD, NY TDI)
- Compliance-Driven Guidelines (E-Verify, W-4, DORA)
- EXPERIENCE Interim Healthcare – HR Coordinator – 4.2019

EDUCATION

University of Phoenix: Associates Degree in Business

2016

*Concentration in Human
Resource Management*

REFERENCES

Laura Early

720.726.8865

Emily Moss

720.984.8891

Justin Cupich

303.912.3706