

Susan Kuberski

9990 West 51st Place B209 • Arvada, Colorado 80002 303.587.4547 susan.kuberski@gmail.com

HUMAN RESOURCES MANAGER

QUALIFICATIONS PROFILE

Well-accomplished and results-oriented Human Resources professional with more than 10 years of comprehensive experience in handling workforce combined with excellent qualifications in facilitating personnel training and development programs. Consistently succeeded in the development of core efficiency arrangement to drive change and performance improvements and cost containment initiatives, resulting to significant savings for the company. Possess excellent ability to address and implement strategic plans for talent acquisition, retention, and succession planning.

AREAS OF EXPERTISE

*Organizational Development
Personnel Training and Development
Policy Design and Administration
Operations Management*

*Scheduling
Recruitment and Retention
Employee Relations
Problem Resolution*

RELATED EXPERIENCE

Colorado Acute Long Term Hospital October | Denver, CO 2009–Present

Clinical Administrative Assistant/Scheduler

- Organize and arrange schedule for Registered Nurse (RN), Licensed Practical Nurse (LPN), and Certified Nursing Assistant (CNA) staff for six-week schedule
- Guarantee completion of bi-weekly payroll
- Accurately retain Excel spreadsheets for labor hours and census
- Present reports to human resources regarding staffing needs for hiring purposes
- Prepare and provide spreadsheets for attendance, status, and request off of employees
- Meet standards of organization and state requirements through establishing and maintaining good relationships with agencies for staffing and creating agency files

Good Samaritan Colorado Home Care | Longmont, CO 2007–2008

Payroll Clerk/Human Resource Assistant

- Took charge in scanning health information into system
- Arranged and sustained patient charts in a home care setting
- Coordinated with physician offices to guarantee on-time delivery and receipt of orders
- Held accountability of precise completion of biweekly payroll for multiple sites
- Oriented new hires regarding employee's data entry in payroll system
- Checked and classified license, insurance, and other requirements of a health care staff
- Assumed HR responsibilities, including reference checks, Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA) reporting, Family and Medical Leave Act (FMLA) hours tracking, FSLA compliance, and response to basic benefit inquiries
- Produced and submitted daily reports regarding payroll, budgets, and staff licenses through the use of Excel

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ADDITIONAL EXPERIENCE

Bp Amoco | Denver, CO 2001–2005

Store Manager

- Administered HR concerns for hiring, scheduling, training, progressive discipline, and terminations
- Conducted surveys to ensure compliance with OSHA as member of the Denver Safety Team

OTHER EXPERIENCE

Visiting Nurses Association | Denver, CO 2008–2009

Medicare Support Specialist

Frito Lay | Denver, CO 2006–2006

Route Sales

Comfort Inn Dedham | Dedham, MA 2000–2001

Front Office and Reservation Center Manager

Levy Restaurants at McCormick Place | Chicago, IL 1998–1999

Banquet Manager

EDUCATION

Master of Science in Organizational Leadership–Human Resource Management, *Expected Graduation: March 2013*
Colorado State University- Global Campus, Greenwood Village, CO

Bachelor of Science in Hotel and Restaurant Institutional Management, *cum laude*
Johnson & Wales University • Providence, RI