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# Lynette M. Hansen

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## Career Focus

Human Resource and Recruiting Specialist seeking a position in the Human Resources field with an opportunity for growth.

- Skilled in full service HR rules in the Health Care field
- Utilized variety of current applicant tracking systems
- Administered and scored Personal Strength Surveys
- Valued for professional applicant input and recommendations
- Comfortable in all areas of Human Resources including recruiting, benefit administration and leadership roles

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## Professional Experience

### Recruiting Specialist

October 2016 to August 2017

**Pugs Gear** – Castle Rock, CO

- Participated in high volume recruitment and selection of Route Sales Representatives nationwide
- Created and maintained job postings using the applicant tracking system Applicant Pro
- Screened applications and candidates, conducted in-depth interviews
- Administered and reviewed Personal Strength Surveys using PDP works (Professional DynaMetric Programs)
- Recommended final candidates to hiring managers and extended offers of employment

### Human Resources Generalist

October 2010 to January 2014

**Accessible Space, Inc** – St. Paul, MN

- Provided professional expertise to the Human Resources Department in the area of recruiting
- Assisted in the direction and guidance to managers in the area of recruitment and selection
- Participated in high volume recruitment and selection functions to ensure positions are filled with well-qualified candidates
- Developed and maintained working relationships with applicant referral sources, advertisers, workforce centers, colleges, vocational schools
- Determined appropriate information for job postings, construct announcements and post jobs in appropriate venues Developed and placed employment ads on Indeed, Career Builder, Zip Recruiter and many other job boards.
- Screened applications and candidates, conducted interviews when necessary
- Conducted and documented professional reference checks Maintained current knowledge of regulations and best practices related to recruitment and selection
- Maintained relevant data via the HRIS and other mediums
- Routinely surveyed new-hires and recent terms to assess their employment experience

**Administrative Assistant**

December 2008 to May 2010

**Lakewalk Surgery Center, Inc** – Duluth, MN

- Served as an assistant directly to the administrator and any additional duties as assigned
- Assisted with Payroll, enters employee changes, calculates vacation accrual and any deduction changes
- Responsible for Accounts Payable-reconciles all payables twice a month and sent payment
- Oversaw the hiring process including Recruitment, Phone Screening, Background Checks and processed all benefit Enrollments (maintained all personnel files, medical files and OSHA)
- Monitors the Peer Review System
- Assisted in Benefit Open Enrollment, Nurses, PQR and Quarterly Board Meetings Processed all workers compensation claims as needed Tracked employee required education (ACL's, PAL's , R.N. and CPR.)

**Human Resources Generalist**

July 2006 to July 2008

**Community Reach Center/Mountainland Pediatrics** – Thornton, CO

- Defined hiring procedures, processed employment applications, and oversaw the hiring process including Recruitment, Interviewing, Phone Screening, Background and Reference Checks (Criminal, MVR, CBI, FBI and Central Registry)
- Maintained and updated HRIS, Personnel Files, Employee Handbook in accordance to Company rules and in compliance with government regulations
- Created Job Descriptions and set up Requisitions in HRIS Trained employees on all company wide and government HR rules, regulations and procedures to ensure employees were in compliance, administered Workers Compensation
- Responsible for coordination of any HR training and conducting New Employee Orientation and Paid/Unpaid Intern Orientation, including benefit orientation
- Coordinated HR Training: researched and coordinated special projects (Job Fairs, Employee Appreciation) Ensured a timely completion for projects to meet deadlines Compiled data from HRIS and personnel files and prepared reports for analysis and HR Director

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**Education**

**Lake Superior College: Business Administration and General Courses 2001-2002**

**Globe University: BA Business Administration with a focus in Human Resource Management – current**