

Parker Chipman

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SUMMARY of QUALIFICATIONS

Committed professional seeking to apply human resources degree and proven interpersonal, organizational, and administrative skills related to Human Resources. Recognized for the ability to establish genuine rapport, diffuse tense situations, and interact with individuals and groups at all organizational levels. Key skills include:

- Human Resources Policies
- Employment/Labor Laws
- Employee Record Systems
- Implementation of ADP
- High volume full cycle recruiting
- Payroll Processing
- Staff Training & Development
- Corporate Benefits
- Disciplinary Issues
- Job Analysis
- OSHA and DOT

EDUCATION

Bachelor of Science Business | Human Resources Management

Western Governors University – Salt Lake City, UT

Associate of Science Business | Business Management

Snow College – Ephriam, UT

Certificate

SPHR to be completed in Dec. 2018

PROFESSIONAL EXPERIENCE

Human Resource Generalist

Cabinetry by Karman

October 2018 – Current

- Manage full cycle recruiting
- New employee orientation
- Manager coaching through disciplinary actions
- Employee file maintenance
- Terminations

Human Resources Generalist

Memorial Regional Health – Craig, CO

March 2018 – September 2018

- Benefits administration
- Employee relations
- Physician and clinical staff recruiting

Human Resources Generalist

TechnaGlass – Sandy, UT

January 2016 – November 2017

- Collaborated with the CEO, CFO and the VP of operation to create new policies and procedures.
- Full cycle recruiting throughout multiple states
- On boarded 130 new employees from January to August in multiple states

Human Resource Generalist /Manager

Red Star Transportation – Salt Lake City, UT

November 2014 – January 2016

- Set up HR department (completed I-9 audit, DOT audit on employee file)
- Processed payroll for 15 employees using QuickBooks
- Managed full cycle recruiting efforts for mechanics, school bus drivers, and office staff

HR coordinator

Rio Tinto – South Jordan, UT

January 2014 – November 2014

- Worked with employees answering general HR questions
- Worked with Union rep and HR site rep to answer general HR questions
- Worked with recruiting department with pre-screening candidates and scheduling interviews.

PROFESSIONAL ASSOCIATIONS

Member | *Society for Human Resource Management*

May 2010 – Present