

Education:

BS, Management/Leadership, Bluefield College Adult Degree Program, December 2008.
Senior Professional in Human Resources (SPHR) certification, June 2007.
National College of Business & Technology; Salem, VA, AAS – Legal Secretarial Science (GPA 4.0)

Professional Highlights:

- Project management on projects including client file retention/destruction, design and implementation of new procedure for closing and scanning client files.
- Responsible for all aspects of benefit administration, including claims issues, policy quotes and renewal, and enrollments, as well as conducting employee open enrollment meetings.
- Responsible for administration of employee leave (FMLA), short-disability and COBRA.
- Responsible 401(k) administration (enrollments, terminations, rollovers, audits, transmission of deferrals, processing of loans and hardship withdrawals, 5500 preparation).
- Researched and selected ABRA H.R. software; handled data input and implementation.
- Preparation and maintenance of payroll.
- Implemented new performance evaluation process, and conducted annual employee evaluations.
- Drafted corporate employee handbook, including revision and maintenance of policies.
- Partnered with IT Manager to design and implement company intranet.
- Scheduled and conducted new hire orientation, as well as scheduling pre-employment physicals/drug testing and background checks.
- Responsible for all aspects of recruiting, both internal and external, including advertising and/or posting and conducting interviews.
- Audited job descriptions, updating and revising as necessary.
- Advised plant managers and corporate officers in the establishment and implementation of policies and human resource issues.
- Scheduled and conducted safety training meetings.
- Coordinated firm marketing programs.

Experience:

- **Johnson, Ayers & Matthews, P.L.C.,** Roanoke, VA
 ◇ Office Manager Jan 2009 – Present
- **Parts Depot, Inc.,** Roanoke, VA
 ◇ Benefits Administrator (position eliminated) July 2008 – Nov 2008
- **Medeco Security Locks, Inc.,** Salem, VA
 ◇ Human Resources Generalist (position eliminated) Oct 2006 – March 2008
- **Gentry Locke Rakes & Moore,** Roanoke, VA
 ◇ Human Resources Manager Jan 2005 – Sept 2006
 ◇ Human Resources Assistant Nov. 2003 – Dec. 2004
- **Glenn, Feldmann, Darby & Goodlatte,** Roanoke, VA
 ◇ Human Resources Administrator Jan 1999 – Nov 2003
 ◇ Legal Assistant Oct 1996 – Jan 1999
- **King & Higgs,** Roanoke, VA
 ◇ Legal Assistant Nov 1994 – Oct 1996
- **Carter Machinery Company, Inc.,** Salem, VA
 ◇ Human Resources Secretary Apr 1992 – Nov 1994
- **Acadia,** Roanoke, VA
 ◇ Personnel Coordinator June 1989 – Apr 1992
- **Hayes, Seay, Mattern & Mattern,** Roanoke, VA
 ◇ Personnel Secretary Apr 1985 – June 1989

Professional Affiliations:

Society of Human Resource Management and Roanoke Valley SHRM, November 2006 – present

Member, Employers Advisory Committee, 2006 – 2008

Association of Legal Administrators, Roanoke, VA, 2000 – 2006
(Vice President 2000 and 2001; President-Elect 2002; President 2003)

National Association of Law Placement, 2005 – 2006