

Rebecca Dobson

HUMAN RESOURCES PROFESSIONAL MANUFACTURING / FINANCE / REAL ESTATE EXPERIENCE

Human Resources Professional with proven experience in payroll, benefits administration, training and development, and safety. Recognized for strong organizational skills, confidentiality, and proven relationship-building abilities. Competencies include:

- Developing training programs
- Improving employee morale
- Implementing new processes
- Energetic & Self-motivated
- Leadership
- Problem Solving

EXPERIENCE

N.A. Property, Inc.

New Albany, OH

Benefits Administrator / Payroll Specialist

August 2013 – Present

- Report up to Vice President supporting 175+ employees across eight locations including, CO, DE, GA, NY, and OH. True business partner to Vice President and main point of contact for all locations. Oversee and administer all Human Resources functions throughout the entire organization.
- Administer and implement company-wide benefit programs which include healthcare, life insurance, vision, dental, 401(k), and short-term and long-term disability. Consult with and advise employees on eligibility, plan provisions, and other matters relating to benefits including new hire orientation and open enrollment paperwork.
- Analyze and compile monthly insurance invoices for self-insured benefits
- Compute annual bonus calculations for salary and hourly employees
- Process multi-state, bi-weekly and monthly payrolls in a timely and accurate manner using ADP Workforce Now Software
- Ensure journal entries and account reconciliations are prepared accurately and timely according to schedules. This includes, but is not limited to, accounting for accrued payroll, taxes, garnishments, and benefits
- Complete monthly bank reconciliations

Muza Metal Products, LLC

Oshkosh, WI

Human Resources Generalist / Payroll Specialist / Safety Specialist

September 2011 – July 2013

- Developed and led professional recruitment process for salaried and direct labor employees. Reduced employee turnover by 37.3% by improving overall employee morale with new incentive programs. Hired an average of 61 new employees each year.
- Maximized safety program throughout the entire organization and reduced workplace injuries by 30.3% in 2012. Reduced workplace injuries by developing successful training and employee awareness programs.
- Managed and executed migration process from ADP to Paychex software reducing the overall payroll cost by 50% annually. Assessed cost benefits and software design features which determined best choice during procurement process. Led timing of implementation process.
- Maintained regulatory compliance with federal, state, and county agencies (OSHA, Ohio.gov, and Department of Labor)

Household Utilities Inc.

Kiel, WI

Human Resources Generalist

September 2010 – September 2011

- Grew and maintained relationships with three external employment resources to identify and screen qualified candidates
- Conducted job offer analyses for direct labor and indirect labor positions to determine competitive compensation packages
- Prepared OSHA logs (300 and 301) to meet regulatory compliance requirements for manufacturing industry
- Organized and coordinated orientation sessions to foster an understanding of company values, culture, and safety goals. Created and designed annual safety training programs including hazardous communications, blood-borne pathogens, plant evacuation policies, confined space training, personal protective equipment, and lockout / tagout.
- Administered company benefit programs which included health insurance, dental, vision, STD, LTD, FMLA, and 401K

EDUCATION

Lakeland College - Sheboygan

Sheboygan, WI

Masters of Business Administration, Finance

May 2011

- Household Utilities Inc. - Human Resources Generalist Internship - Kiel, WI

Lakeland College - Sheboygan

Sheboygan, WI

Bachelor of Arts - Hospitality Management

May 2009

- Rio Verde Country Club - Successfully completed five month Food & Beverage Internship in Phoenix, Arizona
- Subway - Successfully completed one year Assistant Manager Internship in Plymouth, Wisconsin

ADDITIONAL INFORMATION

- Professional Human Resources Candidate, December 2015
- Fundamental Payroll Certification Candidate, Fall 2015
- Three years of experience using ADP software and two years experience using Paychex software processing multi-state payrolls (CO, WI, OH, NY, GA, and DE)
- Effective Interviewing and Training Techniques Certificate (MRA – The Management Association)
- Occupational Safety and Health Administration – OSHA 30-hour class (Lakeshore Technical College)