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| **TYLER HOLMES**HR Manager Resume |

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| **CONTACT INFORMATION** Tucson, AZ(940) 555-3869tholmes@example.com |  | **EXPERIENCE****A Senior Human Resources Manager** 2019 - PresentSears Holdings Tucson, AZ* Investigated and resolved employee behavioral and ethical violations in alignment with state and federal laws.
* Administered compensation programs and assists in job analysis, job evaluation, and performance management to ensure compliance with company guidelines.
* Lead efforts to implement high potential mentor program across merchant business units.
* Provided advanced, diversified, and highly confidential executive

administrative support to the EVP of Human Resources and his staff.**Senior Human Resources Generalist** 2013 - 2019Lowe's Las Vegas, NV* Provided Human Resources leadership to a team of 160+ team members and management staff.
* Adhered to the legal requirements and government regulations with; OSHA, EEO, Title VII, etc.
* Conducted all aspects of Human Resources in a generalist capacity while accomplishing company goals and standards.

**Benefit Specialist** 2003 - 2013Xerox Chandler, AZ* Gathered information, researched/resolved inquiries, log participants calls for their health care benefits.
* Learned the knowledge base for Cobra, Flexible Spending Accounts such as Health Care Spending Accounts and Dependent Care Spending Accounts.
* Experience with ERISA plans, laws and regulations.
* Provided Annual Enrollment information based on the new Health Care Reform Act while enforcing Federal HIPPA guidelines and state mandates.
* Worked closely with the Talent Acquisition team and HR Business Partners to provide these metrics.

**Benefits Representative** 1998 - 2003Xerox Chandler, AZ* Make a final decision of approval or denial of applicants for affordable health care coverage based on company policies and procedures.
* Assist with health care and 401k benefits for different clients, such as Ford Moter Company and Dana.
* Processed eligibility updates with PwC Health and Well-Being Vendors and HR Managers.
* Provide advice to employees and retirees on retirement planning, plan provisions, and tax inquires.
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| **EDUCATION****Bachelor's Degree Business** 1990 - 1993American InterContinental University Chandler, AZ |
| **SKILL*** DOL
* Ensure Accuracy
* I-9 Workers Compensation
* Plan Design
* Insurance Companies
* Contribution Plans
* Exit Interviews
* Health Care
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