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| **TYLER HOLMES**  HR Manager Resume |

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| **CONTACT INFORMATION**  Tucson, AZ  (940) 555-3869  tholmes@example.com |  | **EXPERIENCE**  **A Senior Human Resources Manager** 2019 - Present  Sears 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 - 2019  Lowe'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 - 2013  Xerox 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 - 2003  Xerox 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. |
| **EDUCATION**  **Bachelor's Degree Business**  1990 - 1993  American InterContinental University Chandler, AZ |
| **SKILL**   * DOL * Ensure Accuracy * I-9 Workers Compensation * Plan Design * Insurance Companies * Contribution Plans * Exit Interviews * Health Care |