

Beth Cassidy

Roseville, CA 90000 ~ 916.555.1234 (home) ~ 916.555.1234 (cell) ~ bethc@yahoo.com

Human Resources Professional

- **Extensive Background in HR/Disability Management /Leave of Absence Administrator** offering a 6 year HR career distinguished by commended performance and proven results. Including Worker's Compensation, Safety/Injury Prevention Task Force and General Leave Management Duties. Employee recruitment, retention, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- **Demonstrated success** in the assimilation of 6,500 employees during the merger with Ade and Somewhere. Administered New Hire Orientation presentation and Disability Management Training Courses.

Areas of Expertise

Detail Organization	Time Management Skills	Work Well Under Pressure	Employment Law
Excellent Customer Service	Strong Problem Solving Skills	OSHA Guidelines	Employee Relations
Benefits Administration	Mediation & Advocacy	Training & Development	ADA/FEHA/CFRA/FMLA

Computer Skills

Microsoft Office * EXCEL * HRIS Systems * STARS * Renaissance * Lawson * PeopleSoft * Training Tracking * eLearning * Kronos

Career Accomplishments

Workers' Compensation:

- Develop, Implement and Manage organizations Return-To-Work Programs for employees. Coordinate modified work assignments for injured/disabled employees. Maintain injury statistical reports tracking performance to injury reduction and cost containment. Manage W.C. claims with required guidelines. Provided Disability Management support for the Sacramento Region with up to 1,900 employees.

Safety/Injury Prevention Task Force:

- Coordinated injury prevention initiatives, work programs, accident investigation, and Worker's Compensation claims.

Benefits/General Administration:

- Presented employee benefit programs through open enrollment meetings. Administered New Hire Orientation presentations and Disability Management Training Courses for management. Conducted exit interviews and assisted in the termination process. Implemented Affirmative Action Program and Guidelines and initiatives that originated from corporate ensuring compliance. Identified training needs, resulting in an increase in participation, skill and knowledge of products and services for district training requirements.

Leave of Absence Administrator:

- Managed leave of absence claims including FMLA, CFRA, and PDL with consideration to ADA and FEHA issues, to determine eligibility. Monitored Worker's Compensation, military and personal leaves of absence coordinating with payroll thereby ensuring the elimination of inaccurate payments. Liaison for all leave of absence administrators with corporate to resolve concerns during assimilation of three companies.

Professional History

Human Resources/Disability Management Coordinator	<i>Somewhere</i>	2007/2009
Human Resources Coordinator/Leave of Absence Administrator	<i>Time, Inc.</i>	2005/2007
Training Coordinator/Human Resources Assistant	<i>Somewhere</i>	1994/2005

Education

California University Pomona, CA
B.S., Business Administration (emphasis in Human Resources Management)

Community Affairs:

Planned/directed annual Health Fair and hosted health seminars for preventative health screenings & breast cancer awareness in multiple locations. Volunteer for multiple company events in the planning of the annual "Bring your Sons and Daughters to Work" event.