

CANDIDATE PROFILE

Toni is a Human Resource professional with over 9 years of experience in managing employee benefits, payroll, compliance, hiring, onboarding and performance management. She has strong relationship-building and effective collaborating with management, coworkers, vendors and clients. Toni is experienced in creating and executing training, coaching and counseling programs for all employees at all levels.

EDUCATION

Bachelor of Science Human Resource Management

Franklin University, Columbus, Ohio

Associate in Arts Degree -Humanities and Science

Cincinnati State Technical and Community College, Cincinnati, OH

SKILLS

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|------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Employee Relations | <input type="checkbox"/> Succession Planning | <input type="checkbox"/> Payroll Administrator |
| <input type="checkbox"/> Benefits Management | <input type="checkbox"/> Leadership Training | <input type="checkbox"/> Personnel/Public Access File |
| <input type="checkbox"/> Talent Engagement | <input type="checkbox"/> Performance Management | <input type="checkbox"/> Visa Processing Documentation |
| <input type="checkbox"/> Internal Auditing | <input type="checkbox"/> Onboarding/Off Boarding | <input type="checkbox"/> Reporting & Analyzing Data |
| <input type="checkbox"/> Compliance with Regulations | <input type="checkbox"/> Talent Management | <input type="checkbox"/> Creating Processes and Employee Handbooks |

EXPERIENCE

Corporate HR & Payroll Manager

9/2018 to Present

Valicor Environmental Services, Monroe, Ohio

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- Administers salary program to ensure compliance and equity within organization
 - Guide employees and managers in conflict resolution
 - Complete bi-weekly and weekly payroll
 - Develop and implement policies, procedures, and documentation.
 - Maintain payroll compliance in accordance with Department of Labor laws and Regulations in multi-states
 - Manage processes for new hires, terminations, status changes, tax changes, deductions, direct deposits, rate changes, retroactive and special pays
 - Oversees filing of W-2's, 1095-C, 1094-C and ACA

- Manage employee's benefits; medical, dental, vision, short-term & long-term disability claims, FMLA tracking, 401k, COBRA and open enrollment
- Manage Unemployment claims
- Asset Acquisition team in compliance and regulations of new locations; DOL, state and local laws pertaining to taxes, registrations, and benefits

Human Resource Director

4/2017 to 9/2018

TriVersity Construction Company, Cincinnati, Ohio

- Recruiting; Responsible for delivering all facets of recruiting success throughout the organization: reference checks and background checks, conduct and coordinate new employee on-boarding and orientation, and participate in recruiting forums in the following outlets: colleges, vocational schools, community organizations, and job boards. Manage co-op program with local universities, manage and evaluate all incoming resumes and applications via applicant tracking system, conduct all initial screening and coordinate subsequent team interviews and make travel arrangements for out of town candidates
- Manage employee's benefits; medical, dental, vision, short-term & long-term disability claims, FMLA tracking, 401k, COBRA and open enrollment
- Drive the development and implementation of personnel policies and procedures to ensure equitable application
- Complete unemployment claims and provide company representation at hearings when needed
- Succession Planning & Performance Management: Participated in developing department goals, quarterly employee meetings and quarterly company business meetings for both divisions of the company (exempt and nonexempt employees), create career paths and conduct employee engagement surveys
- Ensure accurate and up-to-date employee records are maintained which includes payroll, benefits, federal, state, and local records compliance (payroll taxes and deductions, FLSA information, I-9 information, etc.)

Assistant Manager – HRM

2013 to 2017

Lead of HR Operations

SLK America, Inc., Cincinnati, Ohio

- Benefit Administrator; Manage employee's benefits, open enrollment, HSA, FSA, STD/LTD claims, COBRA, and FMLA tracking
- Conduct orientation, onboarding and assimilate international employees to American culture

- Head of North America employee engagement; Coordinate engagements to motivate and increase positive work environment, work one-on-one with managers to assist with training/understanding on how to create an environment that inspires ownership and enthusiasm
- Immigration Team for U.S. employees; Ensure all appropriate documentation was produced by attorneys and filed for employees working on H1B, H4 EAD, L1, OPT or F1 Visa. Monthly auditing and reporting to offshore team.
- Succession Planning and Performance Management; Train and work with the management team to have 100% completion on quarterly goals, coach on how to give feedback, create agenda and timeline for employees who are nominated for succession planning
- Visual and measurable analysis on turnovers
Legal Compliance; Implemented and coordinated bi-weekly calls with managers to train on new employment laws and HR policies
- Assisted in creating and implementing SLKA Employee Handbook and Emergency Preparedness Plan

Customer Service Quality Assurance

2009 to 2013

American Home Patient, Cincinnati, Ohio

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- Managed collection and cash flow for the Cincinnati Branch
 - Reduced unbilled claims from 49% to 12% in an 8-month period
 - Produced weekly financial reports for GM and VP
 - Balanced revenue on accounts for weekly reporting on revenue, budget and bottom line to ensure the branch was on track to success
 - Led and maintained a cohesive and productive work environment ensuring timeliness and efficiency of 9 person staff and supervised 2 employees
 - Functioned as the single point of contact for the Cincinnati-Northern Kentucky patients
 - Analyzed patients sleep studies and oxygen testing to qualify for equipment based on government and private insurance regulations
 - SPOC for complaints for the Cincinnati Branch and ensured issues were resolved, documented and closed
 - Organized and maintained client files to comply with HIPAA & OSHA standards and regulations
 - Worked with billing department to ensure prior-authorization and documentation was collected on medical patients to ensure timely billing

Assistant Office Manager / Human Resources

2008 to 2009

Masonic Helping Hands, Cincinnati, Ohio

- Designed and implemented HR policies and procedures
- Created and designed recruiting program and successfully reduce turnover by 23%
- Supervised a team of 30+ employees to ensure the highest quality of care was provided to our clients
- Assisted board members in budgeting
- Coordinated employee engagements and created employee monthly newsletter
- Analyzed home evaluations to determine the best care for the patient
- Managed yearly employee evaluations and compensation
- Created and maintained employees' work schedules
- Implemented a performance management system
- Managed onboarding, orientation, disciplinary actions and offboarding

Customer Service Supervisor & Liaison

2005 to 2008

Praxair Healthcare Services: West Chester, Ohio

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- Point of contact for patients and sleep centers to ensure patients we compliant with their sleep treatment to improve their overall health and comply with their healthcare regulations
 - Generated new business and grew existing business within assigned territory and strengthening revenue numbers by 35%
 - Managed staff schedules, duties and responsibilities
 - Overseen pre-authorizations and medical billing based on government guidelines and patient's medical insurance rules and regulations
 - Managed and maintained Cincinnati Branch collections to be at <5% or below
 - Problem Resolution/Complaint Investigations for patients
 - Created and implemented patient file maintenance that was HIPAA and Government Compliant