**Renee M. Lapierre**

181 Farnum Pike Smithfield, RI 02917

*Cell Phone: (401)-824-4229 e-mail: rmlapierre7@gmail.com*

**Qualifications**

Excellent interpersonal and communicative skills ~ Highly effective working independently and as a team ~ Effective leading and taking charge of task assignments and working with others ~ Leadership training and experience with leading cadets at Yale University ~ Successfully completed United States Air Force (USAF) ROTC officer training program ~ Strong analytical skills ~ Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and Publisher ~ Familiar with basic payroll practices and recruiting ~ Gained HR knowledge of federal and state laws through HR management education at Southern New Hampshire University.

**Work Experience**

**Paul Masse Auto Group, East Providence 02914** 2019 - 2020

*Human Resource Manager*

* Handle all HR responsibilities as a department of one.
* Work with department managers to recruit, interview, and select qualified employees to fill vacant positions.
* Plan and conduct new employee orientations to foster positive attitudes toward company goals.
* Ensure that all employees and managers receive appropriate training that clearly defines the dealership’s opposition to all forms of discrimination and harassment.
* Maintain all employee related files including individual personnel files and records of insurance coverage, pension plans, hires, promotions, transfers, terminations, and any employee related information or documentation required by the government.
* Prepare employee separation notices and related documentation.
* Conducts exit interviews to determine reasons behind separations.
* Prepare reports and recommends procedures to reduce absenteeism and turnover.
* Explain and provides information on employee benefits, programs, and education.
* Advise on benefits needs or evaluate benefit contract bids.
* Sometimes manages committees on wellness, training, health, and safety, culture, and communications.
* Answer employee questions and addresses employee concerns with the company; including employee safety, welfare, wellness and health.
* Update employee handbook to be compliant with new changes in laws.
* Develop ways to increase employee engagement and satisfaction.
* Laid off due to COVID-19

**LeachGarner, Attleboro, MA 02917** 2019 - 2019

*Human Resources Generalist*

* Conduct recruitment effort for non-exempt personnel, interns and temporary employees; conducts new-employee orientations, and writes and places advertisements/job postings.
* Source and create company quarterly newsletter.
* Update and create training materials for both compliance based and development classes.
* Maintain LMS SkyPrep: Add/Delete users, upload trainings, create assessments.
* Maintain ADP Workforce Now system with both temporary and regular employees: add, terminate, employee changes, entering requisitions.
* Working with temp agencies to source employees.
* Process billing from staffing agencies.
* Run and analyze a multitude of reports.
* Maintain online company organization chart Orginio.

**AdCare, Worcester, MA 01605** 2018 – 2019

*Human Resources Associate*

* Completes new hire paperwork and process to initiate employee benefits
* Write letters of termination in support of staffing actions
* Create reports, including reports for the board of directors, to track performance evaluation completion, FTE headcount, and medical insurance billing costs
* Leadership role with HRIS conversion from CPSI/Paylocity to a singular platform UltiPro
* Writing and creating the quarterly newsletter as well as other flyers and pamphlets
* Update employee files in both paper and in the payroll systems (CPSI and Paylocity)
* Familiar with Paylocity payroll system
* Assist with the employee leave administration by tracking FMLA usage and handle workers compensation claims
* Help prepare department for external audit by running pertinent reports and doing a pre-audit review of files; often acted as a liaison to auditors upon arrival.

**IGT, Providence, RI 02903** 2017 – 2018

*Training Coordinator/LMS Administrator*

* Responsible for the coordination of learning and development programs stateside and abroad
* Maintained Learning Management System (SuccessFactors) for a large organization
* Produced virtual classes on Adobe Connect to support distance learners
* Demonstrated sound judgement with meeting the varied learning needs in a distributed workforce

**FGX International, Smithfield, RI 02917** 2016 – 2017

*Retail Support Coordinator*

* Actively assisted in the training and on-boarding of new hires
* Answer internal and external customer phone calls and determine the required action to address the call.
* Respond to caller inquiries in a timely manner with accurate information by utilizing best practices guides.
* Understand and communicate all basic FGX in-store service processes.
* Maintain working knowledge of all project related direction and materials and effectively communicate to callers.
* Identify and escalate priority issues to ensure an accurate and timely resolution.
* Conduct quality assurance calls to FGX customers to ensure satisfaction.

**Education**

**Southern New Hampshire University, Manchester, NH**  **03106**  2016 – 2018

Master of Science Degree *Major:* Human Resource Management

**Quinnipiac University, Hamden, CT 06518** 2010–2014

Bachelor of Science Degree *Major*: Health Science Studies *Minor*: History

**Organizations**

Society for Human Resources Management (SHRM); Rhode Island chapter of SHRM,

Communications Committee Member/TriState SHRM Conference Liaison;

National Society for Leadership and Success

**Certifications**

Society for Human Resources Management Certified Professional (SHRM-CP) - SHRM

Veterans at Work – SHRM Foundation

The Strategic HR Business Partner – The Josh Bersin Academy

People as Competitive Advantage – The Josh Bersin Academy