

DANIELLE C. JORDAN, FPC

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OBJECTIVE

To obtain a position that provides an opportunity for advancement and utilizes my experience and expertise in the field of Human Resources to further advance the company's objectives.

SKILLS & COMPETENCIES

- Proficient within ADP, Oracle, Ceridian, Kronos, and Paychex
- Advanced knowledge within Microsoft Excel and Office products
- Fundamental Payroll Certification with the American Payroll Association
- 10 years of previous experience performing numerous Human Resources functions
- Thorough knowledge of Employment Law and Payroll Law
- Strategic thinker with proven capabilities of adopting and implementing new policies, procedures, and technological enhancements that benefit the company

EXPERIENCE

Payroll & Benefits Specialist

November 2014 – May 2016

Merichem Company

- Provided direct support to corporate Human Resources Director
- Primary duties included updating payroll system with employee changes, processing terminations/new hires, benefits presentations and enrollments, retiree benefits support, COBRA administration, Workers Compensation, FMLA, deferred compensation, and stock compensation
- Managed benefits program, including; Medical, Dental, Vision, FSA, 401k, LTD, STD and Life
- Reviewed all benefits billing and processed updates within the respective websites
- Responsible for multi-state processing of both biweekly and semi-monthly payrolls
- Resolved HR-related employee inquiries/issues objectively with a high level of confidentiality

Payroll Administrator

July 2012 – November 2014

IIG – Johns Manville

- Provided support to Human Resources Manager, Accounting Department, and Plant Manager
- Supervised HR duties of Office Administrators working at 4 plant locations
- Solely responsible for multi-state payroll processing of 415 employees
- Responsible for updating payroll system with employee changes, terminations, new hires, new benefits enrollments, COBRA administration, garnishments, and reimbursements
- Maintained integrity of confidential employee personnel and medical folders, garnishment records and responses, as well as federal I-9s
- Prepared, maintained, and submitted reports to numerous locations and departments including; manufacturing hours worked, departmental payroll spending, headcounts, and turnover reporting
- Managed monthly purchasing card reconciliation, General Ledger payroll upload, and provided timely month end reporting to Accounting Department
- Completed daily operational tasks, not limited to; supply ordering, sorting mail, processing HR-related invoicing, and organizing employee luncheons or celebrations

Human Resources Assistant

Jan 2012 - May 2012

Meador Staffing

- Provided support to Human Resources Director and Accounting department
- Solely responsible for multiple location payroll processing for 250 employees
- Updated payroll system with wages, address changes, performance reviews, terminations, input of PTO, retroactive pay, and adjustments
- Administered COBRA, Worker's Compensation, FMLA, reviewed unemployment claims for validity
- Managed benefits program including; Medical, Dental, Vision, 401k, and Life
- Reviewed all benefits billing and updated changes within their respective websites
- Responsible for orientations and training coordination for all new employees
- Established and managed all personnel files, I-9, new hire, terminations, and medical folders

Human Resources Assistant

April 2011 – December 2011

AHI Supply

- Provided support to 2 Human Resources administrators
- Assisted in payroll processing through Paychex; including daily verification of missed punches and/or absences, and weekly payroll submission
- Performed daily recruiting, prescreens, conducting interviews, and completion of background/employment reference checks
- Conducted onsite drug screening and analysis of results
- Primarily responsible for the orientation and training of new employees
- Maintained all records, including new hires, terminations, and safety

Office Administrator

July 2007 – March 2011

Bass Pro Shops

- Provided support to 3 administrators while also providing payroll and training coordination support to Human Resources Manager
- Knowledgeable in the orientation of large groups of new associates, providing information about benefits, store policy, and safety requirements
- Performed weekly payroll; including payroll hours accumulated for the day/week, punch verifications, vacation, sick pay, LOA for over 150 associates
- Maintained biweekly purchasing card reconciliation, credit card statements, purchasing log, controlled access to the purchasing card
- Managed the monthly checkbook log, controlled access to checks, confirmed lack of discrepancies, sent to Corporate offices
- Prepared monthly expense report detailing all store charges and the GL account they fell under while managing store's monthly budget
- Purchased all office supplies, store signage, ATF required forms, supplies/forms used throughout store and warehouse, safety supplies for all store departments
- Responsible for organizing associate events, holiday parties, picnics, monthly luncheons
- Recognized as Associate of the Month for July 2010

EDUCATION

Business Administration AA

San Jacinto College
2013 - 2015

Human Resources Management BA

University of Houston – Clear Lake
Currently Enrolled