

Tee Guzman-Simmons

Dynamic Human Resources Management Professional

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20 year dynamic management professional in the field of Operations and Human Resources. Active Workday Super User, ADP and Ultipro (UKG) Administrator and iCIMS Gatekeeper.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

District Human Resources Manager

The Home Depot - Raleigh-Durham, NC

July 2023 to Present

- Key role in establishing company culture by driving the effective execution of HR processes across the district and surrounding areas.
- Responsible for the planning and delivery of processes for talent management, performance management, and associate engagement for a district of 12 stores (2,000 associates and managers), with the goal of developing a workforce that achieves excellence in driving business results, customer service, and Company Values.
- Providing coaching and advisement to District/Regional leaders, Store leaders, and Associate Support Department Supervisors (ASDS).
- Strategic leader of effective HR Review, succession planning, training and development of the salaried leadership pipeline for the district
- Improving workforce diversity by partnership advisement on hiring and job fair initiatives , facilitating RMA forums, and maintaining local hiring partnerships.
- Conductor of store HR Town Hall meetings and following up to ensure effective execution on AR issues. Partnering with the HR Service Center on staffing, associate relations, and other transactional processes.
- First responder for labor and workplace violence events as partner with the Regional Associate Relations team to determine next steps and ensure final resolution.
- Partner with district leaders on organizational change initiatives, strategic plans to drive business results and alignment with Company Values.
- Participant partner in store walks, district staff meetings and operational activities with District Manager.

Human Resources Operations Manager - Supply Chain Division NC Region

Walmart - Raleigh-Durham, NC

August 2021 to Present

- Dynamic leader and developer of regional HR business plans, acting as a resource in the implementation of plans; and monitoring supply chain performance against business objectives.
- First point of contact for labor concerns. Proactively developing and executing action plans to resolve labor concerns by educating supply chain and distribution management and associates; communicating to area management; advising and guiding managers on proper responses.

- Driver of distribution-level talent management by developing and implementing store management talent plans; utilizing workforce planning techniques; sourcing, interviewing, and acquiring key talent; developing relationships with professional organizations and colleges.
- Strategic leader in the consistent implementation of the company's human resource (HR) practices, systems, and personnel-related activities in multiple facilities by auditing HR practices at the site level; analyzing and monitoring reports; creating action plans to resolve issues; verifying data; conducting on-site observations; training supply chain management on HR methodology and processes; and providing HR advice and consulting to supply chain management.
- Model of compliance and up-to-date expertise in the development, execution, and improvement of action plans by providing expert advice and guidance to others in the application of information and best practices; supporting and aligning efforts to meet customer and business needs; and building commitment for perspectives and rationales.
- Leader of associate engagement by analyzing survey data and employment trends; soliciting associate feedback and other associate data sources to assist in identifying solutions and action plans; supporting company's Open-Door Policy; researching issues; reviewing and ensuring consistent application of company policies and procedures, initiating investigations; and providing associates with resolutions.
- Technology Administrator of advanced Workday and Service Now programs across division. Managing complexities in process deliveries for people services, payroll, operational finances and budgeting, and performance management.

Human Resources Director

GoRaleigh - Transdev - Raleigh, NC

March 2020 to July 2021

January 2020- Present

Human Resources Director

- Key member of the leadership team responsible for the development, implementation, administration and operation of high-value quality human resources programs, practices and procedures consistent with organization standards within the business group with union environment.
- Leader of the Operations and HR Division by driving strategies and systems around staffing and recruiting, labor relations, training and development, employee engagement and performance management while supporting the plant's vision and values.
- Manager/Supporter of workforce planning initiatives, new employee orientation and create on-boarding programs to foster employee engagement and introduction to the business.
- Participant/Supporter of employee terminations, coach of managers in appropriately conducting exit interviews to utilize information gathered to identify root causes of turnover.
- Knowledgeable of critical workers compensation and related labor laws (e.g., FMLA, ADA, etc.)
- Trainer of payroll and HRIS systems, ensuring that employees understand processes and systems that enable them to be paid in a timely and accurate manner; establishing accountabilities that ensure correct information is provided to Shared Services Team.
- Manager of employee relations situations, conduct investigations as needed and partner with Manager/ Supervisors to effectively resolve situations and mitigate risk; identify trends in employee relations cases to address root cause (helping to reduce absenteeism and/or turnover); educate managers on how to handle situations more effectively.
- Operations leader in safety and security programs and link to related HR programs where applicable. Work with safety/security resource(s) to identify issues and/or trends and create HR-related responses to address any issues (e.g., enhanced hiring process, focused-training, better on-boarding, progressive discipline, etc.).

- Collaborate with the labor relations team in negotiations with the collective bargaining agreements and arbitration cases, including researching and handling grievances, researching arbitration panels and working with the labor team as necessary.
- Partner with the HR Regional Manager and Director of Compensation to develop and implement a salary plan to ensure location(s) pay competitively, reward higher performers, and address internal equity issues.
- Manager of performance management processes within the organization, including employee training and coaching, performance appraisal, personal development planning and talent management.

Human Resources Manager - Regional

Circle K - Raleigh, NC

January 2019 to March 2020

- HR Partner for Operational Employee Services (NC, SC, VA, TN, GA) which includes Employee Relations, Compensation, Recruiting, Labor Law and Relations, Training and Development. Active Workday and Service Now HRIS Administrator and Super User.
- Developer of operational business strategies regarding employee recruiting and onboarding initiatives, coaching and disciplinary reviews, hiring budget determinations, compensation analytics and turnover reduction.
- Manager of employment related civil actions, federal agency charges and HR Ethics Line complaints by conducting investigations, maintaining documentation and partnering with legal counsel.
- Resolves manager and employee dissatisfaction by investigating complaints and concerns; evaluating and offering possible solutions, guidance and effective courses of action.
- Auditor of compliance to company standards of excellence, policies and regulations by enforcing adherence to corporate systems, policies and governmental laws and regulations.
- Ensures compliance with recruitment and employment laws with working closely with ROD's, Market Managers, Hiring Managers, and Training Manager
- Employment records manager and compiler of statistical reports concerning turnover, staffing, leave of absence, work restrictions, compensation, incident tracking and OSHA logs.
- Coordinator of employee medical leave, including proper documentation, accurate communication to Leave of Absence Administrator, employees and Supervisors on the provision of FMLA and STD benefits.
- Monitor worker's compensation claims, coordinate light duty work assignments, maintain records and accurately communicate work restrictions and appointment schedules with Supervisors and Risk Management. Manage worker's compensation incidents to effectively reduce lost time claims.
- Serve as a trainer/presenter at various executive business meetings and seminars in addition to recognition events, employee orientation and training programs.

Human Resources Manager

Conduit Global - US - Greensboro, NC

July 2018 to January 2019

- Manager of Employee Services, which includes Administration and Benefits, Employee Relations, Learning and Development, and Employee Communication.
- Provide leadership to the HR team in terms of direction, targets and other metrics.
- Ensure alignment of HR policies and processes with company's strategic operating goals.
- Responsible for the performance of direct reports within the HR department thereby ensuring the attainment of management objectives, timely and correct provision of HR services in accordance with company policies and local labor laws.
- Put in place both informal and formal training and development programs to help employees and management meet their goals and prepare them for next level positions.

- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; resolving employee grievances; counseling employees and supervisors.
- Provide support to employees enrolling in benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; designing and conducting educational programs on benefits.
- Develop and maintain retention programs. Prepare and review reports and recommend procedures to reduce absenteeism and turnover.
- Regularly gives feedback and suggestions with the objective of improving performance and development opportunities.
- Plans and conducts new hire orientation to foster positive attitude toward company goals.
- Advises management in appropriate resolution of employee relations issues.
- Investigates accidents and prepares incident reports for insurance carrier.
- Represents organization at personnel-related hearings and investigations

Human Resources Administrative Coordinator (Seasonal Role)

Sprouts Farmers Market - Raleigh-Durham, NC

July 2018 to September 2018

- * Manage human resources activities, the administrative functions and the talent acquisition process and flow within the regional store operations, acting as a liaison in the process.
- * A proactive partner with the operations management team and employee population daily to drive a high performance and cooperative work environment. Identifying and addressing any employee relations issues, needs, and/or concerns as they arise. (i.e.: Chain of Command, Time Management, Payroll, Benefits and Compensation).
- * Serve as a primary reporting and subject matter expert of HRIS and payroll software, including data entry and edits, record updates, running reports as needed, providing training for new users and troubleshooting problems as necessary.
- * Front end support for logistics in interviewing, recruiting activities and onboarding through talent acquisition process. Maintain postings, advertising and tracking requisitions, interview candidates, make recommendations for hire, initiate background checks, and place employees in available positions.
- * Responsible for conducting new hire orientation, verify employment eligibility, ensure that all logistical onboarding steps are in place on or before an employee's first day of hire.
- * Assists with benefits administration to include claims resolution, change reporting, vendor management, and monitor and track Leave of Absences.
- * Audit and reconcile all HR related in-store billing; working with A/P for payroll and vendor reconciliations for employee compensation and temporary staffing. Conducting in-store accounting procedures necessary to meet the company's financial reporting requirements.
- * Responsible for all cash and funds control pursuant to Sprouts policies and procedures. Checking and maintain the accuracy of figures, calculations, and postings pertaining to business transactions recorded and HR budget requirements.

Community Operations and Employee Relations Manager

Cortland Partners

April 2017 to July 2018

Multi-Site

- * Manage multi-site property operations and human resources activities including the formulation and execution of annual property strategic business plan and budget.

- * Manage the administrative functions of the end to end talent acquisition process.
- * A proactive partner with the operations management team and employee population to drive a high performance work environment.
- * Daily interaction with management and employees to insure an open line of communication is maintained. Identifying and addressing any issues, needs, and/or concerns as they arise.
- * Utilized available resources to accomplish property objectives and maximize the recruitment and retention strategies as designated by the Area Vice President and HR Dept.
- * Support logistics, interviewing & recruiting activities throughout talent acquisition process.
- * Drive and support the delivery of the corporate branding strategies
- * Administered policies and conduct investigations regarding policy violations (Discrimination, sexual harassment, attendance, corrective action plans, LOAs).
- * Managed and administer the performance management process for onsite team members, temporary and contractor workers ensuring flow of daily activities and major projects
- * Ensure and manage the pre-hire status, on-boarding and new hire orientation activities related to talent acquisitions in the HR tracking system. Confirming new hire start date, complete their onboarding forms, and assignment to New Hire Orientation.
- * Manage and execute standard business reports and customized reporting needs for executives and operations team.
- * Conducted exit interviews and associated follow up to evaluate for retention issues.

Community and Employee Relations Director

Milestone Management

April 2015 to April 2017

Multi-Site

- * Responsible for the overall performance of two multi- family communities' regarding operations, human resources, employee relations and payroll needs.
- * Managing the day-to-day operation of the management offices and on-site teams, focusing on distressed property turn-around, asset value recovery and positive employee relations
- * Regularly identifying strategic ways to increase equity and cash flow, successfully exceeding net operating income annually
- * Provided support to all staff regarding HR guidelines on selection, terminations, promotions, and disciplinary actions
- * Managed all phases of the exempt/ non-exempt professional internal and external recruitment and selection including sourcing, interviewing, and coordinating job offers/transfers.
- * Facilitated training and ensured understanding by associates of laws, regulations and organizational policies as well as other topics in partnership with the training department.
- * Oversee compensation and benefit projects and serve as local escalation for team support.
- * Investigated and resolved associate complaints, issues and concerns.
- * Implemented and executed performance management programs and procedures, monitored disciplinary policies and procedures to ensure fairness and consistency.
- * Coordinate Workers' Compensation activities: first report of injury, maintain all files associated with the claim, and acting as liaison between the company, the employee, and the insurance carrier.

Property Manager- Multi-site

Lexington Asset Property Management

February 2013 to April 2015

- * Manage all aspects of daily operational activities and maintenance of two properties totaling \$14.8 million in assets. This includes the community management of North Stone 180 unit property and Bryan Woods 160 unit property, specializing in moderate income and corporate tenants.
- * Compile all budget and expense reports. Validate cost tracking, accounts payable, receivables and purchasing functions including the submissions and maintaining of financial accountability of all daily and monthly billing, purchase orders and invoices.
- * Manage property operations to ensure the highest level of customer service, tenant retention and new tenant acquisition. Conduct unit inspections upon move in and-out
- * Conduct extensive market surveys and competitor research regarding occupancy, rental market fluctuations and new marketing strategies
- * Negotiate with contractors, subcontractors and vendors for a variety of maintenance and renovation projects. Approve and review that all budgeted projects and services are complete and requirements are met before payment is issued.
- * Communicate with Area Operations Manager on vacancy rates, tenant issues, physical condition of properties, billing and financial expenses weekly.
- * Work with tenants and new prospects on developing, enforcing and negotiating rental agreement terms in accordance with Federal Fair Housing Laws.

Call Center Supervisor- Customer Service and Sales

Time Warner Cable

January 2012 to January 2013

Operations and Workforce Manager

Sprint PCS

June 2010 to December 2011

Property Claims Adjustor and Disbursement Analyst

Sterling National

November 2007 to May 2010

Human Resources Manager and Training Coordinator

Sprint Local Telephone Division

May 2000 to October 2007

HR Generalist and Office Manager

RentWay Inc

September 1998 to May 2000

Computer Software and Program Literacy

Microsoft Word, Excel, PowerPoint, OneNote, Avaya, RMS, iCIMS, ADP Workforce, Paychex, Kronos, SAP, HRIS, Salesforce, PeopleSoft, NetSuite and Oracle, One Site, Yardi, LRO, Yieldstar, Corelogic, Safe Rent, Paylease.

Education

Bachelor's in Business Management and HR Management

Fayetteville State University

Skills

- HUMAN RESOURCES (10+ years)
- PERFORMANCE MANAGEMENT (3 years)
- EMPLOYEE RELATIONS (3 years)
- BUDGET (3 years)
- TRAINING (9 years)
- Human Resource
- Hr Assistant
- Hr Generalist
- Taleo
- ADP
- HR
- benefits
- Recruiting
- compensation
- HRIS
- Ultipro
- Employee Relation
- Fmla
- Benefits Administration
- Talent Acquisition
- Human Resources Management
- PeopleSoft
- Workday
- HR Sourcing
- Branding
- Office Management
- Workers' Compensation
- Change Management
- Kronos
- Interviewing
- Forecasting
- Talent Management
- Employee Orientation
- Strategic Planning
- ServiceNow
- Tableau
- Operations Management
- Management

- ATS
- Oracle
- Project management
- Process improvement
- Business analysis
- Analytics
- Auditing
- Leadership
- Communication skills
- Employment & labor law
- Succession planning
- Customer service

Certifications and Licenses

SHRM Certified Professional

Senior Professional in Human Resources

Professional In Human Resources

SHRM Senior Certified Professional

Additional Information

AREAS OF EXPERTISE

14 years of human resources and training coordination, along with personnel management, payroll processing, budget development and employee relations administration, sales and customer service. Major companies supported: Sprint/T-Mobile, Verizon, Circle K and Walmart Distribution Centers.

- Employee Relations
- Talent Acquisition/Onboarding/ Development
- Payroll Processing, Benefits & Compensation Administration
- Leave and Disability Management

- Change Management and Organizational Effectiveness Training
- Project Management
- Performance Management
- Budget Analysis and Execution
- Employment Law Compliance