

Danielle Graham

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Human Resources Generalist with 4+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Professional Experience

Jan 2023 – PRESENT

Assistant Coordinator/KultureBuzzLive, Charlotte North Carolina

- Boosie Event
- Queen City Awards
- Provide administrative support.
- Event planning
- Data Gathering

MAY 2022 – PRESENT

Human Resources Generalist/Atrium Hospitality, Charlotte, North Carolina

- Employee Recruitment, schedule interviews, and process offer and post-offer.
- Complete management reference checks
- Assist with candidate outreach to include job fairs.
- Ensure interview screening and note taking templates are being utilized and stored.
- Administer pre-hire checks, on-board new hires, submit terminations, and initiate administrative changes.
- Facilitate new hire orientation.
- Conduct E-Verify checks using the United States Citizenship and Immigration Service website to verify the work eligibility of newly hired and rehired associates.
- I-9 Compliance with verification authorization of individuals hired for employment with the US and J1 candidates.
- Generated reports from SAP to notify associates of upcoming re-verifications.
- Provided excellent service by answering I-9 and E-Verify questions as well as explaining policies and procedures.
- Brand training presentation and compliance tracking
- Leverage and advocate use of the Workday Feedback platform along with other communication and recognition tools.
- Manage the hourly performance evaluation cycle.

- Manage initial unemployment claims via the company designated partner.
- In partnership with the General Manager or operations team, coordinate employee recognition programs
- Create and maintain personnel and other associate files • Administer the exit interview process.
- Relay associate concerns to ADHR and assist with investigations as needed. • Assist with the documentation of department action plans Other duties assigned.

SEPTEMBER 2019 – MAY 2022

Human Resources Specialist Payroll/ResCare Equus Workforce Solutions, Charlotte, North Carolina

- Employee recruitment
- Processing, verifying, and maintaining documentation relating to personnel files.
- Evaluating and verifying eligibility of applicants
- Data Management of personnel files
- Providing Onboarding Administrative support.
- Support over 300 clients through payroll management.
- Distributing payroll checks and communicating payroll discrepancies. Data Entry of employee punch correction forms and/or manual timesheets
- Review of employee Time detail and Payroll reports from corporate.
- Process Accounts Payable invoices, including invoice coding to General Ledger account and location in Oracle.
- Other duties as assigned.

AUGUST 2016 – SEP 2019

Office Coordinator/ResCare Residential Services, Charlotte, North Carolina

- Distribution of payroll checks and communicating payroll discrepancies.
- Collection and review of employee punch correction forms and/or manual timesheets
- Distribute Workforce Timekeeper Employee Time Detail and other Payroll reports.
- Collection and review of employee mileage forms.
- Process accounts payable (AP) invoices including invoice coding to General Ledger Account and locations.
- Collect P Card receipts from cardholders weekly and reallocate expenses as required.
- Assist with processing client funds requests as required.
- ordering and maintaining office supplies and coordinating office and office equipment maintenance as needed.
- Maintain purchase cards and distribute as needed.
- Prepare and submit SOURCE forms for new locations, relations, lease renewals, and other property updates.

Professional Skills

Time management • Proficient with Workday • Team player • Excellent time management skills • Conflict Management • Public Speaking • Data analytics • ADP Enterprise Organized • Quick Base • Kronos • E-Verify • Excel and spreadsheets • Detail Oriented

Education

JANUARY 2023- DECEMBER 2023

HUMAN RESOURCE MANAGEMENT (SHRM)/CPCC, CHARLOTTE, NORTH CAROLINA

Activities

CERTIFICATE OF COMPLETION EMPLOYEE RELATIONS • CERTIFICATE OF COMPLETION BASIC EMPLOYMENT OF LAW FOR HUMAN RESOURCES •