

# Heidi S. Davlin

(404) 226-1718  
heididavlin@gmail.com

## SKILLS

Proficient with SalesForce, OneForce, ZoHo, Excel, Pay Plus, Summit, and Prism HR  
Highly organized, providing HR support and benefits for small and mid-sized businesses, sales, customer first mindset, training and instruction

## EXPERIENCE

**Insperty** | November 2021 – August 2023

### **Business Performance Advisor (BPA)**

Identified small and midsize businesses to offer Insperty's human resource services and technology

Educated business owners virtually & in person to explain the benefits of Insperty's HR solutions

Built relationships with business owners to identify potential challenges and offer solutions-based needs

Immersed and engaged with local network to gain new business

**NetPEO** | April 2020 – October 2021

### **Account Manager**

Worked administratively with brokers

Oversaw sales and business development

**CoAdvantage** | November 2019 – April 2020

### **Account Manager**

Managed and maintained client book of accounts in regard to payroll, workers' comp, and benefits

Presented customers with deep knowledge of options and offerings that best fit their specific needs

Scheduled customer meetings and arranged check-in calls to maintain longevity of accounts

Developed relationships and individualized customer service strategies based on needs of customer

**Einstein HR** | October 2008 – October 2019

### **Operations Manager**

First Point of Contact-Implementation of new clients throughout the full cycle from sale to first payroll runs

Managed benefit enrollments of clients and employees with company-wide yearly enrollment period

Managed weekly, bi-weekly, and semi-monthly payroll for 3,500+ employees using Summit, Prism HR and PayPlus software

**Previous Experience:**

Public School teacher with Gwinnett County Schools