

Wanda M. Abad

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EXPERIENCE:

Human Resources Manager

**Met Weld International, LLC
Altamont, NY
April 2018-Present**

- Oversee all areas of HR function (payroll & benefits, 401k retirement, talent management, leadership development, recruitment, compensation and health & safety)
- Initiate and implement all relevant HR policies, procedures, and initiatives
- Lead communication efforts of HR initiative and procedures within the company
- Implement HR strategies to support short and long term objectives
- Develop key leadership and talent strategy to help ensure future leaders and success of the organization.
- Manage and maintain all training documents and schedules for all employees
- Manage compensation and benefits programs
- Employee relations – execute processes, tools and communication for short term employee relations (guidance on FMLA, leaves, minor disputes, policies, etc.)
- Determine and recommend employee relations practices necessary to establish and maintain a positive employer-employee relationship and promote a high level of employee morale
- Identify legal requirements and reporting compliance regulations within the human resource functions (e.g. OSHA, EEO, FLSA, ADA, ERISA, etc.)
- Manage all aspects of weekly payroll processing
- Provide first line support to employee HR issues, including answering questions, researching and resolving issues and processing related paperwork; resolve Employee Relations Issues and ensure proper and complete documentation; manage new hire and termination process
- Conduct presentations and facilitate training on HR related topics as needed
- HR Administrator as a direct report

Human Resources Generalist

**Mechanical Dynamics & Analysis, LTD
Latham, NY
2010- 2018**

- Implemented human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, records management, employee relations and retention, EEO compliance, and completing personnel transactions.
- Improved manager and employee performance by identifying and clarifying problems; evaluating potential solutions.
- Recruited for certain positions within the company
- Conducted all aspects of onboarding/new hire processing for multi-state employees
- HRIS Administrator
- 401k Administrator
- Managed all features of employee's benefits programs
- Handled performance appraisals for the company, including training supervisors on conducting and writing appraisals

- Handled and administer salary planning and bonus planning processes using the Halogen system
- Participated in benefits plan design changes with brokers
- Participated in acquisitions- transferring or employees, traveling to sites to conduct on-boarding, enrolling in benefits, answering transferred employee's questions and concerns
- Assisted employees on a day-to-day basis who are located nationwide
- Supervised the Payroll Administrator
- Oversaw the process of payroll on a weekly basis for 500+ employees and monthly for 100 employees
- Served as backup for the payroll department
- Wellness Coordinator

Human Resources Administrator

**Mechanical Dynamics & Analysis, LTD
Latham, NY**

- Administered worker's compensation claims
- Managed short and long-term disability, FMLA claims
- Performed pre-employment and random background checks and drug tests
- Handled the performance appraisals for the company, including training supervisors on conducting and writing appraisals
- Managed the HRIS for the company and the E-Access for employees
- Served as back-up for payroll

Benefits Administrator

**Mechanical Dynamics & Analysis, LTD
Latham, NY**

- Conducted new hire orientation
- Maintained and managed employees' benefits using HRB
- Administered and report worker's compensation, FMLA, COBRA, 401k deferrals
- Conducted background checks and pre-employment drug test
- Answered employees' questions regarding their benefits
- Handled all employee benefits billing
- Performed verification of employment

Payroll & Accounts Payable Coordinator

**Visiting Nurses Services Schenectady, NY
2008-2009**

- Prepared and processed bi-weekly payroll for 165 employees
- Managed and entered employees' daily hours on ADP's EZLM software
- Processed new hires including fringe benefits, union and non-union members
- Calculated retroactive, leave of absence, and short-term disability pay when necessary
- Answered all employees' and vendors' questions on a daily basis
- Assisted the Human Resources department in special projects and year end state reporting
- Managed the benefit time accruals for all employees on a bi-weekly basis

CERTIFICATIONS:

SHRM-CP

SKILLS APPLICATIONS:

▪ADP Workforce Now ▪ Microsoft Office Package

LANGUAGES:

- Bilingual: read, write and speak Spanish fluently

EDUCATION:

Master of Public Administration

S.U.N.Y. at Albany - Rockefeller College of Public Affairs and Policy,

Concentration in Human Resources & Public Personnel

Bachelor of Arts

S.U.N.Y. at Albany

Major: Spanish, language concentration, Minor: Business Administration