

Tuffy Wolf

919-555-0000 • timber.wolf@gmail.com • LinkedIn.com/timberwolf

AREAS OF EXPERTISE

Communication/ Public Speaking:

- Consulted with senior executives and marketing team to develop and establish new business ventures
- Led presentations to audiences of up to 500 executive, management, professional and staff personnel
- Negotiated contracts while developing strong customer relationships
- Prepared and developed workshops on policy and procedures to present to groups of 20 employees

Recruitment/ Training:

- Developed streamlined and standardized on-boarding process for all departments within the organization
- Implemented training program for new team members and decreased cost by 60%
- Established recruiting protocol and increased college recruitment hires by 30% within six months

Employee Relations

- Provided coaching and guidance to managers and associates regarding employment issues
- Maintained open lines of communication with 70+ employees to ensure awareness of potential issues

SKILLS/KNOWLEDGE

Regulatory Compliance
Risk Management

Strategic Planning
Recruiting techniques

Training and Development
PeopleSoft Software

PROFESSIONAL EXPERIENCE

Director of Human Resources, ABC International, Raleigh, NC 2013- Present

- Execute full cycle recruiting desk while simultaneously leading and managing a team of up to 15 employees and consistently surpassing monthly, quarterly, and yearly sales goals
- Oversee and maintain the standards for the human resources office, recruitment, new employee on-boarding and employee relations.
- Develop, implement and maintain effective compliance with applicable employment regulations

Human Resources Manager, Redtop Inc, Durham, NC 2009- 2013

- Completed accurate calculation and processing of payroll, managed billing, invoices, proposals and files for large corporate accounts.
- Tracked payroll and benefit information of 30 employees using ADP Software while ensuring accurately
- Maintained accurate job descriptions and oversee correct FLSA classification of jobs
- Consulted with administrators and employees to resolve personnel issues whenever necessary

Human Resources Coordinator, Wolfpack Connect, Raleigh, NC 2006-2009

- Established effective employee relations by facilitating communications channels with departmental supervisors and employees
- Managed the employee disciplinary process and related record maintenance
- Sourced, interviewed, and hired candidates to meet needs within various departments

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
Bachelor of Arts in Psychology, Cum Laude, May 2006