

Kerri Yarbrough

Garfield Heights, OH
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2162029283

Authorized to work in the US for any employer

Work Experience

HR Assistant

ESCNEO - Independence, OH
January 2020 to Present

- Complete unemployment claims and hearings
- Produce monthly Wellness Newsletter
- Keep accurate personnel files
- Create and update department job descriptions
- Completed academic inter-district agreements

HR Ops Admin

Amazon - North Randall, OH
2018 to 2019

- Partner with HR Business Partners and Operations Management to apply NACF Policy and Procedure to help drive productivity, quality and safety through the Amazon ADAPT system
- In addition, monitoring for outstanding feedback, and entering exemptions and overrides, when applicable
- Assist in researching counseling history as needed for the HR and Ops team in order to help make recommendations for progressive corrective action including terminations
- Assisting associates within the FC when needed for access to the Employee Resource Center, the HUB, Hits, and other HR services
- Submitting trouble tickets on associates behalf and following up to completion and clearing trouble tickets assigned to the site by the ERC
- Communicating hours worked by associates to comply with Amazon standards for max time worked per day and week (12 hour day/60 hour week max)
- Clear exceptions within the timekeeping system (Kronos: MyTime) and researching, correcting and communicating attendance trends for unexcused absences for the hourly population
- Researching negative unpaid time when associates and communicating to managers for follow up
- Scrubbing rosters for associates with zero hours, monitoring the attendance hotline and researching individual time cards to maintain a clean roster
- Follow up on vacation approval requests as required
- Ensure proper coding of time for associates by auditing time cards and trouble tickets
- Escalating appropriately to the HRA or Sr. HRA team when discrepancies or escalation arise with associate interactions such as LOA, Accommodations, or other employee relations issues
- Updating and communicating OT hotlines, posting and trackers when necessary including executing Call/Text Em All's to associates

HR/ Payroll Manager

Tim Lally Chevrolet, Inc - Warrensville Heights, OH
December 2017 to July 2018

- Complete weekly payroll (125 employees)
- Recruited for administrative positions within the dealership
- Onboard new hires; facilitate the completion of new hire paperwork, provide access badges, set-up email and phone access, etc.
- Conduct background and drug screenings
- Help create and facilitate company policies

Senior Recruiting Coordinator

Lincoln Electric - Euclid, OH
September 2017 to December 2017

- Conducted phone screens for potential new hires
- Scheduled phone and on-site interviews for candidates
- Revamped the Employee Referral Program

HR Coordinator/ Payroll Specialist

Cosmax USA - Solon, OH
2012 to 2016

- Recruited talent for all departments in manufacturing with 90% success rate
- Responsible for creating an interview matrix for managers to gain a consensus of who should be hired
Created and provided New Hire Orientations for new hires; exempt, non- exempt in NJ and Oh offices
Completed all verifications for new hires; background check, drug screenings, I-9
- Prepared and maintained personnel files
- Maintained company HRIS system and trained employees on the Employee Self Service Module
- Utilized company software to complete payroll; conducted reporting to make sure hours worked were accurate and vacation/ sick time hours entered
- Used Excel to create spreadsheets and reports for payroll, headcount, employee benefits cost, and 401K Completed tax reports for the local Finance Department and Korea HQ
- Provided monthly reports to departments on hours worked vs. productivity
- Ensured employees were aware of company benefit packages and any updates or changes
- Completed employee investigations with discretion

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- Entered training hours and reported monthly hours to NY HQ
- Maintained a weekly headcount file in Excel for department heads

Office Manager

Fairmount Presbyterian Church - Cleveland Heights, OH

2004 to 2009

- Completed the weekly bulletin utilizing Publisher Used church related software to establish and maintain the church member database
- Kept track of monetary donations
- Maintained Custodial Staff hours and reported them to Accounting
- Helped with Meals on Wheels and other various church volunteering efforts
- Planned funeral services

Receptionist (HR)/ Law Office Assistant

City of Shaker Heights - Shaker Heights, OH

2002 to 2004

- Greeted residents and provided them with information about the city
- Maintained the Resident Database; which was used to orchestrate mailings and robo- calls
- Used Excel to enter police reports into the Law Departments case files Used Word to draw up court subpoenas

Education

Associate's

Indiana Wesleyan University

Present

Skills

- Human Resources
- Kronos
- Tax Experience
- Human Resources Management
- Operations Management
- Payroll
- Interviewing
- Financial Report Writing
- Workers' Compensation
- Microsoft Publisher
- Management
- Accounts Receivable