

VICTORIA L. ZAHIRNY

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QUALIFICATIONS

Detail/results oriented professional with excellent time management, organizational and follow-up skills. Strong spirit of teamwork and cooperation; dedicated, independent self-starter; customer focused. Excellent written and oral skills.

Experienced Human Resources Generalist

- Recruitment/Retention/Interviewing
- Calendar scheduling and maintenance (Outlook)
- Proficiency with MS Office (Word, Excel, Outlook)
- Applicant screening and tracking
- Onboarding and off-boarding
- Conference and event planning
- Benefits administration
- Expense reports (utilizing Concur and QuickBooks)
- Travel arrangements (domestic and international)
- Meeting minutes (shorthand/transcription)
- Payroll – multi-location, unionized, multi-level
- Strong negotiation skills in unionized settings
- Labor/Management contract administration

PROFESSIONAL EXPERIENCE

**06/2017 – 11/2017 HR Coordinator
Schenker, Inc.**

- Process payroll for hourly associates
- Process increases for hourly associates
- Create/maintain personnel files
- Administrative responsibilities as required

**01/2017 – 03/2017 HR Assistant
Charter Communications through InSync Staffing**

- Maintain files for Charter employees at all locations
- Perform administrative duties as required

**07/2015 – 04/2016 Office Assistant
Harris Company, Inc.**

- Recruitment of Technicians and office staff
- Invoicing, utilizing QuickBooks
- Payroll, utilizing QuickBooks
- General office responsibilities

**02/2013 – 03/2015 Human Resources Administrator
McCormack Baron Management, Inc.**

- Applicant screening and background checks utilizing Landlord Shield
- Compose correspondence – offer letters, resignations/terminations, etc.
- Prepare responses to unemployment claim protests
- Process new hires in Paylocity payroll system
- Provide clerical support as required
- Licensed Notary Public (commission expires in 2018)

- 02/2012 – 02/2013** **Administrative/Clerical Positions with various agencies**
- Provide administrative support as required
- 07/2010 – 02/2012** **Benefits Call Center Representative**
MERCY
- Respond to incoming telephone inquiries from co-workers regarding benefits
 - Assist co-workers with Open Enrollment process
 - Accurately enter benefits information into Lawson (Data Entry System)
 - Process paperwork for co-workers requesting FMLA or LOA
 - Maintain follow-up on leave requests
- 07/2009 – 02/2010** **Executive Assistant**
JEDFam Group – through Manpower Professionals
- Maintain calendars for President and Partners
 - Coordinate travel arrangements, domestic and international, with detailed itineraries
 - Facilitate meeting scheduling and managing projects
 - Plan and coordinate department functions and special events
- 11/2007 – 12/2008** **Administrative Assistant II**
Monsanto – through Today's Office Professionals
- Maintain calendars for 16 scientists, including AG Forum Seminars
 - Coordinate travel arrangements, domestic and international, with detailed itineraries
 - Facilitate meeting scheduling and managing projects
 - Manage daily work processes including purchasing supplies, mailings, telephone and meeting notes
 - Plan and coordinate department functions and special events
 - Expense reports and purchase orders utilizing SAP and Concur
 - Onboarding of new staff members and contractors
 - Handle multiple priorities
- 03/2005 – 10/2007** **Claims Representative**
Corporate Claims Management, Inc. (CCMI)
- File property damage and workers' compensation claims for Ameren
 - Follow-up on outstanding claims to assure clients' satisfaction with claim process
- 07/2003 – 02/2005** **Administrative Assistant/Receptionist**
KV Pharmaceutical – through Spherion Staffing
- Administrative Assistant for Director of Contract Services
 - Receptionist for 20-line phone system; front desk greeter
 - Data entry for Engineering, Manufacturing and off-site facility
 - Compose correspondence, memos and letters
 - Purchase office supplies
 - Domestic travel arrangements with detailed itineraries
 - Mail sorting and distribution

EDUCATION

Associates Degree – Business Management/Administration
Peirce College – Philadelphia, PA