

Elton A. Clark
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September 8, 2011

Dear Regional Director:

I am an experienced human resource professional with a strong knowledge of full cycle recruitment, which includes customer service retail, corporate, technical, and temporary positions. My responsibility have allowed me to gain extensive familiarity with FMLA leave issues; employee relations/retention; labor relations; background reference checking; employment law; HRIS maintenance and reporting; benefits and 403(b) retirement administration; and managing our job fair efforts with great success. I have enjoyed extensive public contact in various capacities, which has enhanced my ability to deal with diverse groups of employees and clientele. I stay abreast of the latest developments in the human resources field by attending yearly-accredited employment law seminars through the Society for Human Resource Management (SHRM) and the Chesapeake Human Resources Association CHRA).

Working for Rails-to-Trails Conservancy (RTC) has been a very enjoyable and have developed positive employment relationships here. Yet, after more than eight fantastic years it is time for me to move forward with my career and take on new and exciting challenges. The organization has given me the opportunity to do great things. My accomplishments at RTC include:

- Revamping the HR office by developing processes and procedures which resulted in a more efficient and well-organized unit.
- Developing a diversity statement, new performance management system, and an informal employee rewards program.
- And last, implementing a Short-Term Disability Plan, a recruitment guide, and an interview guide for managers.

I have creatively reached out to individuals and various institutions using Internet sourcing, building relationships with colleges and universities professors throughout the United States, and coordinating job/internship fairs in attracting qualified students for our internships and open vacancies. My recruitment efforts have resulted in an increase in our internship participation by twenty-five percent. In addition, I was instrumental in revamping our training and new hire orientation process, assisted in creating a four desk internship workstation, and develop many other HR projects as well.

I welcome the opportunity to meet with you to discuss my qualifications, or to schedule a time for an informational interview. Thank you for your time and consideration.

Sincerely,

Elton A. Clark

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Summary of Strengths

Recruiter/HR Professional with expertise in corporate and retail recruiting at many levels, as well as, employee policy interpretation, and knowledge of both Federal and State employment law. Experience with HR Information Systems management and benefit administration. I have used my creative ability to develop recruitment strategies for best results and to create cost-effective methods to meet budget goals. I have outstanding organizational, internal customer relations, and problem solving skills, which I have consistently resulted in greater productivity and employee satisfaction.

Recruitment

- Full cycle recruitment full-time regular and temporary staffing
- Create job announcement and ad placement
- Prescreen, interview, and select best candidate
- Develop/analyze sources for recruiting applicants
- Schedule interviews with hiring managers
- Coordinate and manage job fairs

Human Resources Management

- HRIS management
- Policy development
- Arrange and coordinate employee special events
- EEO reporting and workforce analysis

Employee Relations

- New hire orientation and training
- EEO/Sexual harassment training/Labor relations
- Exit interview/information analysis

Employment History

Manager, Human Resources, Rails to Trails Conservancy, Washington, DC – 2003 – Present

My Accomplishments:

<ul style="list-style-type: none"> • <i>Implemented a low cost Short-Term Disability</i> 	<ul style="list-style-type: none"> • <i>Revamped our new hire/employee orientation process</i>
<ul style="list-style-type: none"> • <i>Created a recruitment guide for managers</i> 	<ul style="list-style-type: none"> • <i>Reduced our advertising expenditure</i>
<ul style="list-style-type: none"> • <i>Produced a diversity statement</i> 	<ul style="list-style-type: none"> • <i>Created a new performance management system</i>
<ul style="list-style-type: none"> • <i>Enhanced our internship program</i> • <i>Implemented a bike benefit commuter program</i> 	<ul style="list-style-type: none"> • <i>Used creative HR techniques to boost employee morale and reduce turnover</i> • <i>Implement a HR Online software package</i>

Employee Relations Continued

- Guidance on employee relations issues and consultation/Career counseling
- Manage sensitive and confidential information
- Employee holiday day events/staff retreats

Benefits Administration

- Benefits administration/open enrollment
- Benefit cost analysis
- FMLA/Short Term Disability policy tracking
- 403(b) retirement administration
- COBRA administration/HIPPA compliance
- Open enrollment administration
- Flexible spending administration
- The liaison for our finance & retirement auditors
- Employee payroll processing

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Corporate HR Generalist, Smithsonian Institution, Washington, DC – 2000 – 2003

Accomplishments:

<ul style="list-style-type: none">• <i>Enhanced the Smithsonian's new hire orientation process</i>	<ul style="list-style-type: none">• <i>Source for complex employee relations issues</i>
<ul style="list-style-type: none">• <i>Assisted the Payroll Manager in securing and implementing a new payroll system</i>	<ul style="list-style-type: none">• <i>HRIS reporting and management</i>
<ul style="list-style-type: none">• <i>Streamlined our benefits process</i>	<ul style="list-style-type: none">• <i>Coordinated employee annual events</i>
<ul style="list-style-type: none">• <i>Sexual harassment and employment law training</i>	<ul style="list-style-type: none">• <i>And performed other HR administrative duties as assigned</i>

***Graphic Artist/Desktop Publishing Career-** I began career in graphic design, desktop publishing, marketing support, and recruitment/sales publication. I transitioned to my first HR career as a Human Resources Coordinator in the mid 1990s.

Education

Commercial Art/Design
Thomas Nelson College, Hampton, Virginia

Member

Society for Human Resource Management (**SHRM**)
Chesapeake Human Resources Association (**CHRA**)