

Elton A. Clark
929 Stubblefield Lane
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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
- 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
- Exit interview/information analysis

Employment History

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

Accomplishments: Implement a low cost Short-Term Disability Plan, which was presented and approved by Executive Management; create a recruitment guide for managers; produced a diversity statement; enhanced our internship program; revamp our new hire/employee orientation process; reduced our advertising expenditure from \$500-\$800 per ad to \$120-\$300 per ad; and create a new performance management system. Also, enhance our intern program which resulted in an increase in our student participation. Daily responsibilities: Full cycle recruitment; manage employee benefits such as our 403(b) retirement plan, medical and dental, process insurance premiums; STD/LTD; COBRA administration; employee flexible spending account; negotiate insurance contracts; administer employee performance system; serve as a source for complex employee relations issue; coordinate employee events and used creative HR techniques to boost employee morale and reduce employee turnover; and salary and employment verifications.

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
- Flexible spending administration
- The liaison for our finance & retirement auditors

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

Accomplishments: Enhanced Smithsonian Business Ventures new hire orientation process; assisted the Payroll Manager in securing an electronic time sheet/implementation of a new payroll system with ADP; and streamline our benefits process, which resulted in a cost saving to the Institution. Daily responsibilities: Full cycle recruitment, employee relations and serve as a source for complex employee relations issues; training and development; new hire orientation, and benefits administration; HRIS reporting and management; sexual harassment training; and other HR related duties as assigned.

Human Resources Coordinator, Close Up Foundation, Alexandria, VA – 1994 – 2000

Accomplishments: Took the initiative to clean-up and organize the employee filing system; instituted a new hire processes; and crossed-trained with the Recruitment and Benefits Coordinator, which resulted in a well managed HR office. Daily responsibilities: Processed new hire information into HRIS; audit bi-weekly payroll; assist with benefits and COBRA administration; managed our employee annual events, (the holiday party and spring picnic); and other HR related duties as assigned.

***Graphic Artist/Desktop Publishing Career-** I began career in graphic design, desktop publishing, marketing support, and recruitment/sales publication.

Education

Commercial Art/Design
Thomas Nelson College, Hampton, Virginia

Member

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