

PERRY D. MCGRAW

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SUMMARY

A reliable and adaptable human resources manager with broad experience in employee relations, benefits and compensation, training and development, event planning, retirement, staffing, selection, recruiting, workers' compensation, equal employment opportunity, health and safety, orientation programs, HRIS, and grievance administration. A hard-working and practical administrator who thrives in team and social environments while consistently achieving individual goals. Demonstrates proven track record of developing and implementing realistic, successful policies and programs that benefit companies, while maintaining high workplace standards.

EXPERIENCE

Syncreon

Human Resource Manager

York, Pennsylvania

2010-2011

Responsible for staffing a start up business unit: 260 hourly and salaried personnel within a nine month period.

Administered payroll, new hire on-boarding, HRIS data entry, employee and labor relations, safety, benefits enrollment, and temporary services.

ANVIL INTERNATIONAL

Columbia, Pennsylvania

Employee Relations Specialist

2007-2010

Held responsibility for staffing requirements of 600-employee plant, developing positive relationship between local union and management and providing supervisors and managers with counsel on policy interpretation and administration. Managed staffing process and conducted interviews, pre-employment background screenings, and new-hire orientations for more than 100 new employees. Supervised human resources administrator, providing oversight of attendance, discipline, transfer, and bid process. Represented the company and composed written responses for nearly 40 third-step grievances. Reported employee demographics for EEO (equal employment opportunity), ADA (Americans with Disabilities Act), and veteran status.

Prepared and administered more than 50 formal corrective action letters, including 15 suspensions, and conducted nearly 100 terminations, excluding employees affected by layoffs. Maintained compliance with current state and federal regulations, and partnered with on-site medical staff to uphold interpretation of local policy involving workers' compensation, HIPPA (Health Insurance Privacy & Portability Act), and FMLA (Family Medical Leave Act). Conducted training sessions describing respectful workplace policies and harassment-free and nonviolent workplaces. Tracked staffing levels and other human resources-related data and provided weekly updates to local staff and monthly updates to corporate staff. Worked with several different database systems, tracking and extrapolating data to make informed decisions.

- Coordinated layoffs and recalls of nearly 100 union employees in 2009.
- Developed statistical data and participated in Anvil's negotiating committee for 2007 contract negotiation.
- Managed temporary, hourly and salaried staffing needs, and administered corrective action involving policy violations.

CLEVELAND YUTAKA CORPORATION

Shelby, North Carolina

Human Resources Manager

2002-2006

Served as liaison for local business unit in all plant functions, including purchasing, contracting for facilities improvements, employee relations, safety, workers' compensation, benefits acquisition, and training. Supervised interviews, progressive discipline, termination, performance evaluations, training, benefits, COBRA (Consolidated Omnibus Budget Reconciliation Act), equal employment opportunity compliance, and work visas. Worked with insurance brokers on all safety matters, including workers' compensation, accident investigations, monthly inspections, and facilities and security improvements. Acted as company representative at local business meetings. Handled events planning. Coordinated with legal counsel in areas of work visas and state and federal employment laws. Enforced safety compliance, conducting monthly safety audits and implementing safety shoe reimbursement policy.

Conducted interviews, background investigations, pre-employment substance abuse screenings, new-hire orientations, and wage and benefits surveys. Handled employee relations such as dispute resolution and disciplinary action, developing and implementing policies and training in support of initiatives. Affiliated with several local business organizations including WCI (Western Carolina Industries, an HR Consulting Firm), the Cleveland County Chamber of Commerce, NCOSHA (North Carolina Occupational Safety & Health Association), and Career Services, keeping business unit executives aware of relevant developing trends, resources and grants, such as a \$3,600 training grant for ISO16949, and economic climate and safety initiatives, contingency plans for Avian flu virus, and other areas of workforce development.

- Coordinated air quality testing and implemented safety improvements, which included \$50,000 floor resurfacing and \$35,000 security system installation.
- Implemented attendance policy, reducing absenteeism by 10%.
- Received North Carolina Safety Recognition Award for four consecutive years.
- Improved 401(k) plan by working with investment manager, creating a more robust portfolio, and implementing on-site kiosk for employee investment access, resulting in \$2,500 annual savings.
- Coordinated with insurance agents and converted medical insurance plan to Blue Cross and Blue Shield, yielding greater benefits coverage and \$20,000 annual savings.
- Implemented nearly \$100,000 in facilities improvement projects.
- Revised job descriptions and developed new policies in revised employee handbook.
- Orchestrated all company events. Created new brochure and website.
- Negotiated and improved health and retirement benefits.

CSG OF SHERWIN WILLIAMS

Havre de Grace, Maryland

Human Resource Coordinator/Administrator

1999-2002

Supported Human Resource Director in a 280-employee non-union manufacturing plant and RDC (Regional Distribution Center), screening applicants and conducting interviews, background investigations, and new-hire orientations. Composed and administered accident investigations, corrective action for hourly employees, and workers' compensation reporting. Coordinated mass layoff. Performed data entry for human resources information systems, attendance tracking, FMLA (Family Medical Leave Act), and safety database for recording injuries and administering workers' compensation. Supervised two safety clerks. Provided employees with portfolios of training records and internal job advancement and performance evaluation histories, and assisted with future employment searches and opportunities. Administered WARN (Worker Adjustment and Retraining Notification Act) letters.

- Represented company at unemployment hearings.
- Recruited and conducted new-hire orientations for nearly 300 employees, including agency hires.
- Coordinated layoff of entire workforce. Presented on outsourcing services, 401(k) plans, and employee assistance program services for displaced employees.
- Arranged company-sponsored events, including company Christmas party and picnic.

EDUCATION

WEST VIRGINIA UNIVERSITY, Morgantown, West Virginia, **B.A., Psychology**, 1998

PROFESSIONAL DEVELOPMENT

PHR (Professional in Human Resources) management certification

Human Resources Development courses, 2009

Leadership and Time Management Seminars, 2007

Managing for Business Results, 2001

COMPUTER SKILLS

Microsoft Word, Excel