

Raven Gorney
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OBJECTIVE: Dedicated, energetic, and detailed individual with excellent interpersonal and organizational skills seeking a position where I can build upon my Human Resources knowledge, experience, and skills that will lead to future growth.

EXPERIENCE:

AEGON

Transamerica Life and Protection

Human Resources Operations Coordinator

7/2004 - present

1/2008 - present

- Produces daily, monthly, and month end reports through PeopleSoft and Microsoft Access.
- Manages Service Anniversary Awards program.
- Facilitates training classes to managers and employees.
- Tracks job requisitions, job postings, new hires, terminations/I-9's for record retention.
- Manages E-recruit system in PeopleSoft- by posting positions and maintaining all recruitment activity through its life cycle.
- Assists in scheduling interviews and reserving conference rooms.
- Plans and coordinates all aspects of employee wellness programs.
- Organizes onsite events: such as computer training classes, wholesale clubs, and informative Lunch and Learns, etc.
- Prepares offer letters and new hire packets.
- Provides policy interpretation to managers and employees.
- Handles temporary worker orientations and exit interviews.
- Administers and tracks United Way contributions and assists with fundraising.
- Serves as a Human Resources liaison with the Employee Service Center by tracking new hire paperwork, terminations, and merit increases, etc.
- Manages the Employee Recognition System- You Rock Program.
- Assist employees and management with execution of Performance Management.
- Performs HR Assistant duties.

Human Resources Assistant

10/2006 – 12/2007

- Performed administrative duties such as answering phones, faxing, scanning, filing, and making copies.
- Provided excellent support to HR Manager and Generalist staff.
- Designed and maintained an entire HR lending library.
- Prepared new hire files.
- Processed invoices within 24 hours of receipt.
- Coordinated quarterly Red Cross blood drives.
- Maintained departmental records, I-9 files, and personnel files for 400 employees.
- Assisted the in house Employee Development Team with monthly training classes.
- Provided excellent customer service to internal and external customers.
- Maintained conference rooms, office supplies, incoming and outgoing mail.

Monumatic Rep

7/2004 – 9/2006

- Processed Monumatic forms.
- Effectively handled district concerns and complaints by phone and email.
- Completed daily, weekly, and monthly reports to ensure premiums were drafted correctly from customers' accounts.
- Applied and moved money from departmental suspense account.

EDUCATION:

Bachelor of Science in Business Administration- Human Resource Management- University of Baltimore 5/2004
GPA 3.9, Summa Cum Laude

Associate of Arts - Business Management- Anne Arundel Community College 5/2002
GPA 3.75, Magna Cum Laude

MEMBERSHIPS:

- Chesapeake Human Resources Association (CHRA)
- Phi Theta Kappa
- Alpha Chi
- Beta Gamma Sigma

SKILLS:

- Proficient in Microsoft Word, Excel, and Outlook. Experience with Microsoft Access and PowerPoint.
- Working knowledge of PeopleSoft.
- Ability to work independently or on a team.
- Excellent customer service skills.