Carol Clarke

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**SUMMARY**

Human Resources professional with rich experience and proven results in a broad range of personnel and HR functions. Extensive involvement in recruitment, compensation, performance management and employee relations. Excellent communications skills that support success in a culturally diverse workforce. A strategic business partner with a strong work ethic that adapts quickly to changes in environment and company direction. Focused on bottom line results achieved through the careful selection, nurturing and development of human resources.

# PROFESSIONAL EXPERIENCE

Saetbyeol Middle School- Geochang, South Korea

3/2009-Present

**English Teacher**

* Teach English as a second language to middle school students.
* Assist Korean teachers with their English classes.
* Prepare lesson plans for English classes.
* Develop teaching materials related to English language education;
* Plan activities related to English language education and extracurricular activities.
* Conduct English conversational classes for Korean teachers and students.
* Correct essays and journals.

**JABIL,** st. Petersburg, fL

4/2008**-**10/2008

**Human Resources Generalist**

* Employee relations – Responsible for communication and interpretation of HR policies and procedures. Coach and consult with managers and employees on issues including performance, terminations, sexual harassment, and discrimination.
* Interprets and complies with all state and federal laws.
* Compensation – Monitor and approve applicable salary increases and ensure that they are within guidelines.
* Conduct preliminary job analysis and creates job descriptions of non-benchmark positions through a job evaluation process.
* Project Management – Participate in team projects that address strategic initiatives.
* Benefits Administration

**JABIL,** st. Petersburg, fL

10**/**2006-4/2008

**leadership Development Specialist**

* Provide employees with effective training solutions to support strategic initiatives identified in collaboration with the organization’s management team.
* Assess the effectiveness of training solutions.
* Effectively use adult learning principles to maximize effectiveness of training
* Consult with functional managers to ensure that the training needs for their departments are defined and that all training is completed**.**
* Provide organizational development solutions
* Deliver Leadership Development training to Managers, Supervisors and the salaried workforce to ensure that they have the tools necessary to do their jobs successfully.
* Produce and maintain training records
* Facilitate new hire orientation

#### Carol Clarke, PHR Page 2

**Forensic Technology Inc**., Largo, FL 2003 –2006

## Human Resources Business Partner

Manage all aspects of HR services such as recruitment and selection, performance management, compensation, worker’s compensation, training and development, benefits administration, career development and employee relations. Advise / coach managers on HR management issues including new programs and initiatives. Manage all regulatory compliance reporting including Vets 100, EEO1 and Affirmative Action Plan. Conduct training.

* Recruited and selected the best qualified candidates that resulted in the Company meeting or exceeding its strategic goals.
* Co-developed and delivered a workshop on Employee Rewards and Recognition that resulted in a positive change in the Company’s recognition culture.
* Key member of HR team that performed job analysis leading to the implementation of a successful “pay for performance” salary structure within the organization.
* Updated the employee handbook by authoring policies and procedures that ensured consistency in communicating and implementing Company policies.
* Wrote and implemented Personal Time Off Policy which provided the Company with uniform guidelines on managing time off, simplified the administration process and reduced the cost of absenteeism by 5% in the first quarter.
* Key member of a task force that re-engineered service provisioning in the field. The new structure resulted in reduced travel costs of over $100K and increased the efficiency and quality of customer service.
* Actively participated in the design and implementation of new policies and practices to meet the business needs.

EDUCATION / AFFILIATIONS

**BS,** Management, **University of Central Florida**, Orlando, FL

**AA, Valencia Community College**, Orlando, FL

**Member**, Society for Human Resources Management (SHRM), PHR, June 2005

Certified DDI Facilitator

TESOL Certificate- Asian EFL Journal-February 2010