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**Objective:** Currently seeking a challenging position within human resources with a solid company in which I can excel daily within my functions and responsibilities by making valuable contributions to the culture and overall success of the organization. Am an accomplished, articulate, organized leader with over seven years of HR experience. Recognized for professionalism, motivation, commitment to excellence, demonstrated ability to communicate and interact effectively with others. Fosters approachability with all organizational levels, and structures a highly effective HR presence through integrity, teamwork, leadership skills and an orientation toward results. Currently studying for and preparing to take PHR/SPHR Exam.

## Experience

**Communication Federal Credit Union – *Human Resources Generalist***  
**Oklahoma City, OK** **09/09 – 08/10**

- Responsibilities include recruitment, advertising, interviewing and job offers for Corporate Headquarters and 17 Branches
- Researched, purchased and implemented online Applicant Tracking System
- Conduct background checks and employment verifications. Processed new hires, including reporting to State of Oklahoma and E-Verify. Conducted New Hire Orientation
- Perform benefits administration, including enrollments
- Process unemployment and FMLA
- Employee relations counseling, including working directly with department managers to assist them in carrying out their responsibilities on personnel matters
- Process payroll and maintain employee data in PayCom and work with managers on recommendations for salary increases and performing annual evaluations
- Maintain files and records in compliance with federal and state regulations

**Foundation Surgery Affiliates – *Human Resources Generalist II***  
**Oklahoma City, OK** **03/04 – 08/09**

- Coordinate hiring process for Ambulatory Surgery Centers, Hospitals and Corporate office, consisting of over 1500 employees
- Post new openings on online Applicant Tracking System. Receive applicants and forward qualified ones to hiring manager; conduct interviews; conduct/order background checks and drug screens; process new hires; conduct new hire orientation
- Implemented performance based 90 day annual review system. Train managers on performance reviews and evaluated proposed pay increases
- Train hiring managers on disciplinary/coaching skills
- Demonstrate ability to effectively resolve problems by using judgment consistent with standards, practices, procedures, policies and regulations
- Managed training staff. The company was very supportive of educational and motivational issues
- Process payroll and maintained employee data on UltiPro system

**Federal Employees Credit Union – *Human Resources Director and Director of Administration*  
Oklahoma City, OK 1995 - 2002**

*I held the title of HR Director until 2001, then resigned to relocate to Atlanta, GA with my husband but returned to OKC six months later where the Credit Union created the position of Director of Administration so they could rehire me.*

- Early in my employment a large portion of my duties included organizing and overseeing the recruitment and hiring processes after 18 of 33 employees were lost in the Oklahoma City Bombing. When I left, the company had grown to 70+ employees.
- Developed Employee Handbook and Personnel Policies
- Assisted all staff with employee/employer relations issues
- Managed training needs, retirement plans and employee benefits
- Ensured all personnel records were maintained in compliance with State and Federal Laws
- Investigated issues and concerns raised by employees and board and committee members that were in violation of the law and/or company policy
- Responsible for payroll using PayChex system
- Assisted in Annual Strategic Planning Conference with Management and Board of Directors

**Professional Affiliations:**

Oklahoma Human Resources Society  
Society for Human Resources Management

**Skill Set Overview:**

- Extremely proficient computer skills, specifically with Microsoft Office with 10+ years of progressive experience
- Have worked with a variety of HR software and online recruiting tools including UltiPro, Stromberg, HR Logix and i-Applicants
- PayChex and PayCom Payroll Systems
- Polished verbal and written communication skills
- Recognized for ability to interact positively and effectively with employees and management at all levels of the organization