Amber Elizabeth McFarlane

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**Objective**

Senior Human Resources Business Partner, who has shaped high- performing cultures and major growth brands with progressive technical resources, robust development programs that bring double digit revenue growth. Employs current human capital practices that attract and retain high potential talent. Develops executable strategy that motivates teams individually and financially to exceed the corporate objectives through various economic cycles.

**Education**

University of Phoenix HRM & SPHR Certified 2020

HIIPA Certified 2018

The Salon professional Academy Graduate 2014

Microsoft Excel Completion course 2013

Mt San Antonio College 2008

Aliso Niguel High School Diploma 2005

**Achievements**

2019 Created and Cultivated Culture Programs RSA Films

2017 Created and managed IIPP Program for Quality Drug Corp

2005-2017 Assistant Head Coach High School Track and Field

2015 Founded OC’s Newest-event for entrepreneurs to show case their businesses to the community

2011 Created, organized systems and environments for small and large businesses

2008 Olympic Trials Qualifier

**Experience**

**HR Director, RSA Films Inc.**

West Hollywood, CA October 2017-Present

* Processed payroll on a bi weekly basis for 75+ staff employees (ADP WorkForce)
* Processed payroll on a bi weekly basis for 100’s of union and non-union crew members (CAPS Payroll)
* Created and managed intern program, made sure supervisors complied with course curriculum. Coached interns on effective ways to improve. Conducted weekly reviews.
* Organized and managed employee benefits of 5 health care plans including HSA, FSA, and 401K; maintained bi-weekly deductions and contributions for employee and employers.
* Created and managed HR business strategies and organizational effectiveness including talent acquisition, employee education and training.
* Full cycle recruiting, alongside Executive Teams
* EDD, W2, DE-4, I9, Harassment Training. FMLA. LOA
* Maintained policies and procedures including programs for executives to maintain the culture set forth by COO and president.
* Resolved employee issues in regard to HR or payroll, including and open door/counseling environment for all employees. Hiring and firing
* Muli-State (NY & CA) and federal wage and labor compliant.
* Calculated yearly bonuses and retroactive payments
* Light invoicing
* Executed weekly check runs for production payroll
* Organized company events, and company files electronically and kept hard copies
* Created processes for onboarding and off boarding.

**Full Cycle Recruiter Internship, Boingo**

Westwood, CA August 2017-October 2017

* Posted jobs on multiple platforms as well as searched for candidates through various job posting sites.
* Set up preliminary phone interviews with myself and a secondary recruiter.
* Scheduled flights for international and national talent to meet with engineering team.
* Followed labor laws and Visa requirements for international work.
* Maintained complex interview schedules for multiple executives in different time zones.
* Made reference calls and executed background screening and credit checks.

**HR Generalist & Executive Assistant, Quality Drug Corp**

Laguna Beach, CA May 2014-August 2017

* Processed payroll on a bi weekly basis for 100+ employees (APD Run, Paychex, Mosaic, Paylocity platforms)
* Managed incoming calls and transferred to the necessary party
* Assisted Controller in all aspects, including complex scheduling.
* Created and managed HR business strategies and organizational effectiveness
* EDD, W2, DE-4, I9 and OSHA compliant
* Implemented and monitored new policies & procedures.
* Managed talent acquisition, employee education/training
* Assisted with intern programs and course curriculum. Weekly check ins with mentors and interns.
* Resolved employee issues in regards to HR or payroll. Hiring and firing
* Organized open enrollment with company broker, maintained bi-weekly deductions
* Kept track of business licenses and permits. Stayed up to date with state and federal compliance laws & development.
* Calculated yearly bonuses and retroactive payments
* Received invoices from vendors and balanced
* Executed weekly check runs for accounts payable
* Managed Accounts Payable & Accounts Receivable
* Managed cash flow for 3 locations including corporate office
* Organized company events, and company files electronically and kept hard copies

**HR Generalist, Executive Assistant, MarkMaster Inc.** November 2012- January 2014

Tampa, FL

* Created, managed and distributed Excel and Microsoft reports for entire company daily
* Organized and managed executive complex calendars for meetings and travel
* Managed talent acquisition, employee education/training
* Managed Payroll system for 300 Labor employees
* Managed production employees 75+
* Responsible for HR business strategies and organizational effectiveness
* Assisted HR in all tasks; payroll, open enrollment insurance, company parties and meetings
* Assisted Executive on day to day tasks for company including his calendar
* Maintained healthy relationships with clients and vendors
* Basic and advanced administrative duties
* Attended meetings weekly
* Handled all quality assurance and safety programs

**Executive Assistant-HR Generalist, Redline Express Courier** May 2012- November 2012

Tampa, FL

* Managed entire internal and external office
* Responsible for HR business strategies and organizational effectiveness
* Made sure all drivers were following all policy and procedure. In line with TSA rules and regulations
* Managed talent acquisition, employee education/training.
* Managed and distributed payroll
* Scheduled and managed meetings.
* Served and assisted owner in all aspects personal and business
* Created and managed owners budget and assisted in financial growth
* Managed billing and all invoicing
* Made sure owner stayed on task with meetings, dues and subscriptions
* Kept up with all business documents including tax preparations, quick books and IRS paperwork
* Assisted dispatchers and monitored dispatching systems
* Multi tasked and wore many hats, all while keeping the office organized and upbeat.

**Student Information Associate, Corinthian Colleges Institute**  May 2011- April 2012

Irvine, CA

* Extensive Communication with students and family on the phone
* Constant email and phone updates to peers and management
* Maintained flexibility of tasks assigned and changes of schedules.\
* Handled a volume of 90 to 150 calls a day while successfully transferring phone calls
* Executed Xcel spreadsheets for peers and management
* Guided students in the right direction for their new career
* Maintained concierge customer service

**Account Manager, Logical Maintenance Solutions** February 2011- May 2011

Irvine, CA

* Dispatched technicians Nationally to major companies
* Maintained communication with technicians, companies and management via email and phone
* Handled a volume of 50-85 calls a day inputting new information and updating old.
* Tracked parts with Fed-Ex and UPS.
* Filed important information, managed several Word and Xcel spreadsheets.
* Maintained concierge customer service
* Actively handled incoming business and customer call inquiries

**Assistant Store Manager, Skechers Retail** June 2010-February 2011

Mission Viejo, CA

* Handled all customer problems and or concerns in person as well as on the phone
* Actively handled incoming business and customer call inquiries
* Managed talent acquisition, employee education/training.
* Efficiently executed cashier responsibilities including opening and closing of store
* Described pros and cons of our product to the consumer on the phone and in person
* Managed a variety of responsibilities with constant changing of priorities
* Visually managed store as well as new hires i.e. training of new hire
* Stayed confident and kept confidentiality to Skechers as a brand
* Maintained concierge customer service
* Delegated responsibilities to employees on and off the floor

**Athlete Sales Associate, Nike Retail** January 2006-April 2010

Mission Viejo, CA

* Handled all customer problems and or concerns in person as well as on the phone
* Actively handled incoming business and customer call inquiries
* Efficiently executed cashier responsibilities including opening and closing of store
* Described pros and cons of our product to the consumer on the phone and in person
* Managed a variety of responsibilities with constant changing of priorities
* Visually managed store with store managers
* Kept confidentiality of the Nike brand.
* Maintained concierge customer service
* Took part in store activities and initiatives

**Skills**

* Microsoft office including Windows 7, Word, Excel, Outlook, Power point
* Mac and PC proficient
* Paychex Flex, ADP, Paylocity, Bamboo HR, Greenhouse.
* Works well in high stress fast paced environments
* Understands Spanish written and verbal
* Can lead a group or team if needed
* Effective communicator both written and verbally; in person and on the phone.
* Ability to work effectively with diverse groups of people.
* Detailed Oriented and very organized.