**Peter Patron**

South Ozone Park, New York Mobile: (347) 437-1145 Email: peterpatronny@gmail.com

**SUMMARY OF SKILLS**

HR Start-Up Time & Labor Management Union Grievances Employee Communications

HRIS Implementation Training & Development Employee Relations ACA Compliance

Recruiting Benefits Administration Policy Development Employment Law

**PROFESSIONAL EXPERIENCE**

## HUMAN RESOURCES CONSULTANT/ADMINISTRATOR

## BLIZZARD COOLING/ADECCO, Brooklyn, NY 7/2018 – Present

* Lead all HR functions through Company including policy and employee handbook creation, implementation of employee performance and develop compensation plans for front line and management employees.
* Drive recruiting efforts Companywide. Increase staff in one (1) year from population of 28 FT employees to population of 92 FT employees with an average 65% retention rate.
* Partner with Senior Management to develop Human Resources, Operational and related Policies and Procedures.
* Streamline onboarding, payroll, HRIS and time and labor process by conducting RFP and implementing system through Finger Check.
* Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
* Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
* Contact vendors negotiate and work towards implementing a total rewards package including full line of health and ancillary benefits and commuter benefits.

## HUMAN RESOURCES MANAGER/Consultant

## GLOBAL OPERATIONS SECURITY SERVICES, NEW YORK, NY 6/2017 – 1/2019

* Implemented and led talent management and succession planning efforts in the Company with focus on diversity in hires, sourcing Veteran preferred candidates and working with community-based organizations to identify qualified candidates.
* Review, revise and implement changes to employee handbook and operational protocol.
* Oversaw all functions in the HR department including employee relations, workforce planning, compensation strategies, performance management, benefits negotiation & administration, recruiting, diversity & affirmative action programs.
* Developed the strategic direction of Human Resources in support of the achievement of the Company’s short-term and long-term objectives.

## HUMAN RESOURCES BENEFITS ANALYST

## Platinum HR Management, Brooklyn, NY 9/2016 – 5/2017

* Implement and administer company Benefit Administration System including implementation of open enrollment and roll out of benefits to payroll. Develop ad hoc and regular reports (COGNOS reporting) to finance and management regarding open enrollment statistics.
* Conduct reconciliation of all monthly client benefit bills
* Work with Client Services to resolve employee benefit issues in expedient manner
* Perform regular data integrity audits in Employee Navigator and UltiPro to ensure data transfers are uploaded correctly
* Work with VP of Operations on year end close procedures including processing 1095s, IRS filing, CMS Data Match Questionnaires and ACA Compliance reporting

## Corporate Director of Human Resources (contract)

## FJC Security Services – Floral park, NY 2/2015- 11/2015

* Drove Benefits best practices by ensuring all non-eligible employees were removed from policies and newly eligible employees were offered opportunity to enroll (pre-ACA)
* Collaborated with brokers in creation of plan design, competitive pricing and launching of open enrollment to non-union employees.
* Managed all union and non-union benefit plans including FSA, 401(k), core benefits, life and disability
* Assisted in closing payroll weekly, resolved time sheet issues and ensured compliance with local payroll laws
* Resolve benefit issues, maintain compliance with ACA and applicable regulatory agencies and maintain relationship with third party administrators
* Conducted all corporate recruiting including final interview and orientation.

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**HUMAN RESOURCES GENERALIST**

## Resorts world casino NYC – ozone park, NY 5/2011 – 9/2014

* Implement, administer, update and train multi-site ADP HR, Payroll & Time/Labor modules
* Assisted in closing payroll through ADP Workforce Now, resolving time sheet issues, ensuring special pays were correct including special union hours (night differential, holidays, special overtime rules) are in compliance with contract
* Worked with planning and analysis department to develop financial and labor impact for union environment; participated in union negotiation meetings; assisted VP of Human Resources in implementation of union contracts
* Conducted employee relations and grievance investigations as needed
* Administration of union and non-union benefits including billing and fringe payments
* Review, update and train managers on policy updates regularly. Develop reporting templates for distribution to departments on weekly/monthly/quarterly basis including ad hoc reporting, EEOC, Lottery and Department of Labor reports
* Developed preliminary labor budgets and organizational structure for future sites in Las Vegas, Massachusetts, Bimini Bay and Miami.

**Operations Assistant**

Opus Casino Cruise Lines 10/2010 – 8/2011

* Acted as liaison between Human Resources, Payroll and deck crew by addressing pay and employee relations issues while crew was out to sea.
* Conducted back of the house operations including stocking boat of goods for galley, working with deck crew to prep the ship for departure and preparing the casino for operations.
* Assisted the Director of Casino Operations and Director of Slot Operations in maintenance of all gaming tables and slot machines including regular maintenance, game changes and various additional operational tasks
* Conducted Drop Team duties including collecting lock boxes from slot machines and gaming tables, transporting to the count room. Accurately counted opening and closing balance in safe and reported information to Director of Gaming Operations daily.

**BENEFITS ADMINISTRATOR/GENERALIST**

Empire City Casino – Yonkers, NY 6/2007 – 12/2009

* Created and updated jobs compendium for submission to NYS Lottery on quarterly basis
* Managed all non-union benefits including health, dental, vision, 401(k), leaves and disability.
* Collaborated with recruiters to fill front line and supervisory positions including international students (H1, HIB and J1)
* Conducted employee relations investigations including union grievance and arbitration cases and unemployment hearings
* Developed relationships with vendors and union representatives to ensure compliance with all local laws and collective bargaining agreements

## EDUCATION

**Colorado Technical University** 2014

(AAS) in Business Administration and Human Resources

**Penn Foster College**  2016

(BS) in Business Administration and Human Resources (not completed)