

Ilana Davis, PHR

OBJECTIVE:

A position where I can use my knowledge, skills and abilities to creatively solve any human resource issue.

PROFESSIONAL EXPERIENCE:

- March 2008- Present **Audix Microphones** Wilsonville, Oregon
HR Assistant / Admin
- Assist CFO on applicable state and federal employment laws such as ADA and EEO.
 - Advise CFO on current employment practices.
 - Recreate employee manual, performance appraisal forms and other documents.
 - Process time sheets and prepare for by-weekly payroll.
 - Oversee new-hire paperwork and maintain confidential records.
 - Use communication, mediation and consensus building strengths to create a cohesive work environment.
- Dec. 2007- March 2008 **Staffing Solutions.** Beaverton, Oregon
Audix Microphones
HR Assistant / Admin
- Temporary position with Audix Microphones. Hired on to a full-time position above.
- May 2006- Sept. 2007 **Turlock Target (T1304)** Turlock, California & Beaverton, Oregon
Human Resources Team Leader
- Supported and assisted Executive Team Leader-Human Resources in creating a team that valued diversity and kept the store staffed at appropriate levels.
 - Identified human resources' challenges and found ways to overcome them.
 - Ensure store stayed compliant to state and Target employment regulations including I-9 Forms, W-4 Forms, new hire paperwork, unemployment claims, and FMLA requests.
 - Supervised clerical & executive team with store schedules, payroll and expense tracking for 200 employees.
 - Scheduled interviews, conduct 1st or 2nd interviews and job offer as necessary.
 - Managed Target specific HRIS.
 - Conducted group orientation for new employees.
 - Developed team members strengths' through performance management.

CERTIFICATION / TRAINING:

Professional in Human Resource Certification, PHR (2008)
Target Leadership Essentials Courses

EDUCATION:

California State University, Stanislaus Turlock, California
Bachelor of Science degree in Business Management;
Concentration in Human Resources (2006)

SKILLS:

Windows XP and Macintosh OSX; Microsoft Office and HRIS.
Strong understanding of state and federal labor laws.