

Kimberly Long, PHR  
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#### AREAS OF EXPERTISE

Employee Relations • Organization Development • Training & Development  
• Staffing Requirements • HR Policy Design & Administration Recruitment & Employment • Recruiting Retention of employees. Employee relations.

#### PROFESSIONAL EXPERIENCE

**Canfor, Inc.** Conway, S.C. 2003–2008

Human Resource Manager/employment coordinator

Full accountability for overall saw mill/lumber plant, Human Resources–3 Divisions. Supervise s 200 hourly employees and 20 salary employees on two shifts. Responsible for benefit administration and payroll using Kronos timekeeper and HR systems. Successfully implemented second shift at planer mill. Implemented safety and training programs. Initiated Safety Improvement Team and Plant audits for OSHA compliance. HR audit compliance. Provide advice and direction on ADA, FMLA, Worker's Compensation, employment related legal matters, affirmative action and recruitment and selection of employees. Provide managers with critical tools to enhance productivity. Established and enforced progressive discipline guidelines. Workers' Compensation hearings and claim follow up. Salary and annual reviews. Unemployment hearings and disputes. New hire orientation and training.

**Windsor House Champion, OH**

2001–2003

Business Office Manager

Manage employees and HR issues. Staffing of inpatient long term care facility. Kronos payroll implementation for hourly and salary employees. Training of new hires and new hire paperwork.

**Dr. David Anstadt, Warren, OH**

1998–2001

Office Manager

Managed Physician practice. HR and training of staff. Staffing of practice. Accounts receivable and billing of accounts. Implemented insurance programs. Disciplined and hired staff. Worker's compensation program implementation. Payroll for staff.

## EDUCATION

Kent State University, Champion, OH  
**Associate in Business Management**

University of Phoenix, Phoenix, AZ  
Currently enrolled  
**BA in Business administration, minor in HR management.**

## PROFESSIONAL AFFILIATIONS

**Professional in Human Resource Certification (PHR)**  
Society of Human Resource Management (SHRM)  
Coastal Organization of Human Resources (COHR)

## REFERENCES

James Burnette, H.R. Director New South	(843) 254-7225
David Anstadt, M.D.	(330) 501-4168