**Michele D. Guenther**

747 Grand Central Drive

Hamilton, NJ 08619

(609) 280-9334

micheleguenther@gmail.com

***HR Expertise:***

**Recruiting, Succession Planning, Investigations, Employee Relations, Employment Law, Bonuses, Yearly Increases, New Hires, Onboardings, Reprimands, Performance Improvement Plans, Terminations, SOP’s, Benefits, Leave, and Payroll.**

**PROFESSIONAL**

**EXPERIENCE:**

2019 – Present:  **Modern Equipment Co. Inc.** (Manufacturing)

G**enesis Biotechnology Group** (GBG is the holding company for numerous, diversified companies:

 Manufacturing, Hospitality, Research & Development, Diagnostic laboratories, Cancer Research, Commercial Real Estate)

 ***Human Resource Manager***

*Managerial Responsibilities:*

• Provide general supervision of the HR team to include time management, real-time feedback, coaching & counseling.

• Supervise and coordinate the work activities of HR team by handling questions, interpreting, and enforcing policies and

 helping resolve work-related problems.

• Partner with Department Managers and arbitrate concerns and difficult interactions between employees.

• Facilitate New Hire Orientation, Leadership Academy, and various other trainings.

• Provide ongoing departmental training for HR Representatives/Specialists/Recruitment Team.

• Manage escalated employee relations issues.

• Co-wrote and continue to update the employee handbook on an ongoing basis; draft and update departmental SOP’s, as

 needed.

• Coordinate and provide guidance on coaching & counseling sessions and deliver progressive discipline to employees.

• Manage training program internally; conduct and assist with creating new training programs. Create training initiatives for employees.

• Manage and oversee the Recruitment team to ensure the timely filling of all open positions and assist in strategizing for

 hard-to-fill positions.

• Ensure accuracy of personnel data in ADP.

• Responsible for full cycle payroll (Submit Federal, FICA, Social Security, Unemployment, State taxes.)

• Assist with planning and coordination of employee events.

• Supervise maintenance and creation of electronic personnel files, using ADP and DynaFile.

• Manage maintenance and creation of company-wide job descriptions.

• Conduct weekly and monthly reporting and audits in ADP system.

• Assist HR Director in completing HR due diligence for acquisitions.

• Review all background check and MVR inquiries.

• Assist with special projects.

• Maintain a high level of confidentiality at all times.

*Additional daily HR Functions:*

Recruiting, Succession Planning, Bonuses, Yearly Increases, New Hires, Onboardings, Reprimands, Performance Improvement Plans, Terminations, SOP’s, Benefits, Leave, Payroll, Time and Attendance, HRIS, Employee Relations, .

2009 - 2019 **NEW HANOVER TOWNSHIP SCHOOL**, Wrightstown, NJ

 ***Payroll, Human Resources, Assistant Business Administrator***

* Handle all facets of payroll through to the processing multi state of taxes.
* Responsible for processing and payment of monthly, quarterly, year-end taxes.
* Update and maintain all payroll changes and tax records.
* Submit Federal, FICA, Social Security, Unemployment, State taxes, Pensions TPAF/PERS/DCRP)
* Complete IROC each Quarter prior to due date.
* Maintain all new hires, substitutes, staff records, including reviews.
* Provide new hires with necessary payroll/benefits paperwork.
* Employee Benefits coordinator.
* Maintenance of employee files.
* Create, distribute and file employee contracts.
* Maintain the Board of Education web page.
* Responsible for creating and maintaining the Board agenda.

***Child Study Team Secretary***

* Responsible for all integration of software.
* Implementation of educational systems.
* Reporting of all NJSmart and state filings.
* Responsible for all facets of the Special Education Program.
* Create data bases and spreadsheets.
* Assist with reporting financials to the state.

2003 – 2009 ***RELEVANTE***, Horsham, P.A.

 ***Executive Recruiter, HR and Trainer***

* Complete full cycle recruitment process composed of Executives from Fortune 1000 companies.
* Perform executive searches for several clients, including searches for Chief Financial Officers, Chief Marketing Officers, high level salespersons, controllers, and human resources professionals.
* Responsible for the successful generation, development and maintenance of candidate and client relationships.
* Negotiate salaries and benefit packages.
* Successful in maintaining the Direct Hire Division.
* Excelled immediately as one of the top sales representatives.
* Received numerous awards and recognition for outstanding sales performance on the regional level.
* Created incentive programs to appeal to minority recruits, increasing revenue streams.
* Assisted with Human Resource issues, and new hire orientation.

 ***SOURCE ONE PERSONNEL, INC.***, Lawrenceville, N.J.

1999 - 2003 ***Regional Director of Accounting, Finance, & Human Resources***

* Managed twenty to twenty-five recruiters in four branch offices.
* Responsible for all decisions affecting the groups bottom line.
* Responsible for hiring, training, and motivating new employees.
* Implemented monthly performance reviews for all employees.
* Maintained relationships with 200+ clients in the Greater Princeton area.
* Formulated and negotiated contracts with large clients.
* Personally, matched qualified candidates with open positions.
* Led the team as Source One's top producer in each of the last twelve fiscal quarters.
* Oversaw day-to-day human resource issues as they pertain to employees and the law (OSHA & EEOC).
* Created Policies & Procedures for all Source One Employees.
* Responsible for overseeing timely payroll processing.

 **ACCOUNTANTS ON CALL**, Princeton, N.J.

1996-1999 ***Branch Manager***

* Opened and managed the Princeton branch.
* Developed monthly individual and branch sales goals.
* Implemented marketing strategies, plus soliciting new client contracts to increase revenue.
* Prepared daily, weekly, monthly, quarterly, and year-end reports.
* Trained staff in AOC sales and marketing techniques.
* Negotiated contract terms and conditions for clients in a high pressure, results-oriented office.
* Knowledgeable of each client's unique needs, environment, and culture.

**EDUCATION:**

* MBA Graduate Courses, Monmouth University, Long Branch, N.J.
* B.A., Business Administration (Finance), Ohio Dominican University, Columbus, OH
* Certified Financial Management
* American Institute of Banking Diploma, Edison, N.J.
* Life and Health Insurance Licenses, Brick, N.J.

 **COMPUTER**

 **SKILLS:** Microsoft Office: Excel, Word, Powerpoint, Outlook, ADP Workforce Now, ADP Run, Smartsheets, Systems 3000, OnCourse, NJSmart, NJDOE, Quicken, Naviance, Powerschool.

**ASSOCIATIONS:**

* SHRM Member
* BACCEIC Member
* Burlington County Association of School Business Officials
* Municipal Alliance Coordinator
* Girl Scout Leader
* New Jersey Technology Council (NJTC)
* Eastern Technology Council
* New Jersey Entrepreneurial Network (NJEN)
* Institute of Management Accounting (IMA)
* New Jersey State Chamber of Commerce
* New Jersey Association of Women Business Owners (NJAWBO)