

Joe V Gameson

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QUALIFICATIONS SUMMARY

Eight years' progressively responsible exp. in Human Resource Manufacturing Support Operations.

- Full Cycle High Volume Recruitment
- Skilled Warehouse/Production, Call Center, IT, Admin, Hospitality, & Professional Roles
- Safety, Supervision & Staff Training, Onboarding, Orientation, Payroll, Workers Compensation, FMLA, PTO tracking
- Accounts Payable/Receivables
- Customer Service/Public Relations
- Bilingual (Spanish)
- Quality Improvement & Control
- Benefits knowledgeable (401k's, 403b's & life insurance.)

PROFESSIONAL EXPERIENCE

Adient

Aug 2023-

Present

HR Generalist

- Recruiting, screening, interviewing performing background checks, referring qualified hourly & salaried applicants to appropriate management personnel to maintain a quality work force.
- Assist HR Manager in planning, organizing, & presenting new employees orientation programs designed to project the plant's positive employment philosophy.
- Promote employee involvement throughout the plant. Assist HR Department on updating computerized personnel databases, in compliance with federal, state & local laws; in the compliance & maintenance of accurate service records for active EE's; maintenance of records for inactive EE's; the compilation & maintenance of appropriate affirmative action reports & all other reports as required.
- Developing & writing policies & procedures affecting both hourly & salaried employees, i.e., Employee Handbook, Safety Program, etc.
- Making job offers to all salary and hourly candidates. Orientation of new hourly & salaried employees to the plant policies, procedures, regulations, safety rules, & fringe benefits including medical insurance & pension systems to assure that they understand conditions & benefits of employment.
- Monitor employee personnel transactions such as layoffs, recalls, permanent transfers, etc., to ensure all such transactions are in accordance with company/plant policies & procedures.
- Administer benefits program including employee inquiries, problem resolution & data compilation.
- Monitor performance of the Receptionist & HR Specialist.
- Monitor employee activities related to plant welfare such as special events, employee outings, etc. Coordinating effective implementation of the HR Department's policies with other managers & supervisors.
- Assist HR Manager in work of confidential nature including administration of the salaried merit budget & other project work. Coordinate the FMLA / FLA Leaves for all employees.

**Bennett Tool & Die / Allegiant Manufacturing
2023**

Jan 2023- July

Human Resource Generalist

- Talent acquisition/recruitment process for 3 locations across Kansas & Tennessee. Conducting employee onboarding, training & development. Maintain employee records in electronic & paper form.
- Ensure compliance with OSHA safety labor regulations, tracking monthly safety training & implementation of industrial safety program, OSHA 10 certified (26-706085230).
- Resolving employee concerns promptly, organizing team building activities, employee engagement, interdepartmental communication, benefits enrollment & orientation.
- Weekly payroll, attendance points tracking, & calculating total hours worked for reporting.

WorkSpend / ThermoFisher

9/2022 – Jan 2023

Program Specialist

- Managing the staffing & requisition fulfillment process, ensuring that the client's needs are being met.
- Managing hiring manager relationships & interacting with client's executive leadership to ensure all contingent labor needs are fulfilled.
- Work with & communicate with staffing suppliers to make sure that proper feedback, projections, & critical communications are being relayed in a timely manner.
- Maintain the VMS (vendor management system Beeline) with strong attention to details of staffing, hiring & on-boarding process of the contingent workforce. Updating system with rate changes, processing contract extensions, processing releases/terminations & updating other data as necessary.
- Work to identify new opportunities to expand client relationship by partnering with the delivery teams to provide proactive solutions to current and future challenges.
- Provide strong professional management of the contingent workforce to include, but not limited to, interviewing, screening, selection/deselection, orientation, supervision, coaching, counseling, and disciplinary actions up to and including releases/terminations based on client guidelines.
- Work with Workspend management to ensure metrics, SLA's, forecasts and market trend data are shared proactively with all client sponsors.
- Serve as the professional representative of Workspend to Thermofisher– solving problems & diligently following up to ensure best in class service to the client.
- Work with the client to help identify departments, skill set categories, divisions and locations where Workspend's services could assist in cost savings, risk aversion & efficiencies.

Elite Logistics Services Inc. / PAE, Edgerton KS

9/2020-2/2022

Onsite Manager / Recruiter

- Manage upwards of 80 employees day to day operations, employees, & supervisory responsibilities: hiring & firing, disciplinary action, coaching & counseling, recruitment strategies, leading onsite orientations, & managing payroll issues. Liaison between government subcontractor & internal company contacts.
- Provide effective recommendations for policies & procedures, screen candidates, & assign schedules within shift to appropriately and adequately fulfill production demands to avoid conflicts.
- Ensure effective, timely, & thorough communication between upper management in situations requiring escalation.
- Comply with HR processes & procedures by maintaining database with detailed employee notes for further research if desired, Handle various HR-related tasks, including, reporting, onboarding, compliance, PTO, benefits inquiry & enrollment.
- Use independent judgment & discretion to address or direct customer contact & maintain bottom line responsibility.

Manpower, Lenexa, Kansas

10/2015-09/2020

Onsite Client Delivery Specialist / Recruiter – Unilever, JCPenney, Honeywell

- Identify future hiring needs for plant production & warehouse, design job descriptions for direct hire, contract to hire, & temporary roles. Source & screen candidates, & conduct phone & in-person interviews.
- Keep accurate records using ATS /HR databases, file paperwork, stay up to date on employment law & legislation, assist with workers compensation claims, employee activities, employee engagement, & payroll.
- Respond to all concerns from both clients and associates, effectively resolve situations, escalating when appropriate.
- Coordinate service delivery at client site while exceeding client's needs, point of contact for MP associates, implement company culture, values, & policies through orientation & training.
- Clearly understand client expectations, terms and conditions, and work to generate sales leads from existing clients.
- Assist in sales efforts by fielding potential clients & correspond with sales team.

Previous Employment

Americo Financial

2014-2015

- Transactions – Life Insurance & Annuities

JPMorgan Retirement Plan Services

2007- 2014

- Retirement Education Specialist, Transactions I & II, QDRO Segregation Team

EDUCATION/TRAINING

- UMKC – Masters of Arts-Romance Languages. Spanish/Italian, KCMO
- UMKC – Bachelor of Arts. Spanish, KCMO
- St. Luke's Medical Center - Interpreter /Translation Course - *Certification KCMO*

SOFTWARE

HRIS / ATS Systems: ADP, iSolved, Paycor, Workday, Kenexa, PeopleSoft, ACT! Database, Beeline/Bullhorn, Manpower Front office, Fieldglass, Fragomen, eTemps, ADP & Paylocity, Microsoft office suite