

LESLIE M. STEWART, PHR

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HUMAN RESOURCES DIRECTOR

Human Resources Director with extensive experience facilitating *strategic growth and human resources development* for a hospitality industry leader with hotels and restaurants in 5 states and 900+ employees. Expertise in establishing new business operations for all aspects of human resources and payroll functions. Diverse background includes union and non-union establishments in leisure and resort, healthcare, and mechanical contracting industries. Key competencies include:

- Project Management
- HRIS Development
- Leadership Training
- Compensation & Benefits
- Unemployment
- Worker's Compensation
- Problem Solving
- Management Coaching
- Employee Retention

EDUCATION AND CERTIFICATION

EMPIRE STATE COLLEGE – SUNY

B.S., Business, Management and Economics (anticipated graduation 2011)

Major in Human Resource Management

PHR – Professional in Human Resources – HR Certification Institute / Cornell ILR Program, 2006

SHRM Human Resources Course – Cornell University School of Industrial and Labor Relations, 2005

New York State Broker License – Life, Accident & Health, 2009

Business Administration / Computer Programming (50 credits), Bryant & Stratton College, 1982 – 1985

PROFESSIONAL EXPERIENCE

HART HOTELS, INC., Buffalo, New York

September 1988 – November 2008

Human Resource Director 2001 – 2008

Managed the day-to-day activities of payroll and human resources in corporate office. Streamlined operations for 15 properties with 900+ employees. Directed and supervised a staff of four (4) in operations including; weekly payroll processing and planning, wage and benefit administration, and government compliance and reporting. Reported to the President.

- Adopted new 401(k) Summary Plan Description for Automatic Enrollment. Increased participation by 33% after successful campaign. Effectively changed 401k reporting and processing methods from monthly to weekly and manual check writing to weekly electronic payment.
- Developed and performed training for Managers company-wide in; Interviewing & Hiring, Coaching & Counseling, Discipline & Discharge, Leadership, Sexual Harassment, Unemployment, Worker's Compensation, Payroll and Time & Attendance/Labor Management, and Performance Reviews.
- Managed the review and evaluation of health insurance plans by collaborating with 5 insurance brokers in 4 states to offer cost effective health insurance benefits to employees.
- Implemented changes to payroll process from faxing forms weekly to creating electronic forms and developed procedures to ensure efficient handling of information and timely and accurate payroll.
- Initiated succession plan for key positions and developed General Manager's emergency plan.
- Put new time and attendance software and time clocks into operation at all properties to make the weekly process of labor management, payroll processing and recordkeeping efficient.
- Developed Standard Operating Procedures for the Human Resources Department.

PROFESSIONAL EXPERIENCE (CONTINUED)

Human Resource Manager 1995 – 2001

Promoted to HR Manager as a result of achievement of goals and commitment to the company and staff. Worked closely with Accounting Department to integrate work flow and duties as company continued to build new properties. Reported to the VP of Human Resources.

- Assisted in design and development of new 401(k) Plan. Acted as Plan Administrator. Directed the changeover of third party administrator from Merrill Lynch to BISYS and ensured integrity of data.
- Implemented and maintained Managed Care Program for Worker's Compensation with participating counties in NYS. Established Safety Committees and performed property inspections with Loss Control Consultant from the insurance carrier.
- Established and maintained system for senior level management to review and offer feedback of key management performance reviews and identified training needs for management staff.
- Assisted in the development of an HR Audit System and performed quarterly audits at properties.
- Administered new company paid Term Life Insurance, and a voluntary Supplemental Benefit plan.

Human Resource Administrator 1990 – 1995

Helped to establish human resources department while performing wide variety of duties for 7 properties and over 400 employees.

- Worked with; Vesid, Heritage Centers, and People, Inc. assisting properties with staffing needs.
- Collected wage and benefit data from the area's business competition to formulate strategies, develop wage scales, and enhance the benefit package.
- Established and maintained integrity of a HRIS that allowed for tracking of data pertinent to the function of human resources and integrated with Payroll system. Created first training manual for Managers to process payroll and human resources forms.
- Administered a new Premium Conversion Plan under the Cafeteria Plan for all health insurance participants and performed year-end reporting to the Controller.

Accounting Clerk 1988 – 1990

Maintained general ledgers, balance, reconcile and research discrepancies; review documents for correct authorizations and validity of accounting classifications and insurance authorization forms.

- Established process to track health insurance deductions from weekly payrolls and developed method to accumulate data through ADP Payroll resulting in monthly reports utilized in processing invoices.

PROFESSIONAL DEVELOPMENT

ADP Payroll, HR Perspective, Report Writer ▪ Attendance Enterprise ▪ Kronos Time Clocks ▪ Strategic People Development ▪ Labor Law ▪ ADA Amendments Act of 2008 ▪ Background Screening Trends for 2008 ▪ Workforce Reduction Alternatives ▪ NYEBC Benefits Conference ▪ Work-Life Jam Session ▪ Safe & Effective Return-to-Work Practices ▪ Changes in FMLA (effective 1/16/2009) ▪ Creating a Great Place to Work ▪ Delacroix Consulting Group's HR Management Conference ▪ Aligning Organizational Goals with Performance Measurements ▪ Diversity & Disability Awareness ▪ The Voice of Authority ▪ Managing the Generation Mix ▪ COBRA ▪ FMLA ▪ HIPPA ▪ Health, Wellness & Safety Conference & Exposition

AFFILIATIONS / COMMUNITY SERVICE

Buffalo Niagara Human Resource Association ▪ Society for Human Resource Management ▪ Burchfield Penny Art Center ▪ Elma, Marilla and Wales Boy's & Girl's Club Board Member and Personnel Committee Leader ▪ Co-Organizer of Cub Scout Pack 325 and Den Leader ▪ WNY Motocross Board Member and Referee ▪ Lancaster Strider Hospitality Committee ▪ World's Largest Disco ▪ Buffalo Marathon ▪ Ride For Roswell ▪ Messinger Woods Wildlife & Refuge ▪ American Cancer Society