

# JOEL LLOENART

Experienced Human Resources professional with outstanding technical skills with the ability to utilize effective communication to translate policies, strategies, and priorities to a vast audience.

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Business Process Automation | Project Management | Leadership | Employer Offered Benefits  
Detail oriented | Analytical | Agile Methodologies | UiPath | Jira | Bootstrap | C# | SQL | Confluence | Java  
JavaScript | GIT | Angular | Postman

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## CONTACT

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[Joel Leonart's LinkedIn](#)

## EDUCATION

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University of Cincinnati

**2008**

BS, Human Resources Management

MAX Technical Training

**2022**

Full Stack Coding Bootcamp

## CERTIFICATIONS

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UiPath Academy

**2022**

Certified UiPath Associate Developer

## ACCOMPLISHMENTS

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Served on Employee Relations Resource Team, TQL

Developed automation tools to improve workflow, Child Focus

Implemented employee satisfaction survey, Kroger

Chaired Safety Committee, bigg's

Ensured security for personnel and assets, US Air Force

## EXPERIENCE

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### **Robotic Process Automation (RPA) Developer, TQL 2022**

Reviewed Process Design Documents with Business Analyst and other project stakeholders to understand business requirements.

Built code repositories utilizing Azure DevOps and GIT.

Created automation test cases and interpreted Orchestrator logs to prepare for unit and large batch testing.

Ensured continual automation success by swiftly responding to alerts from various notification methods.

### **Human Resources Generalist, Child Focus 2007 – 2016**

Provided full-spectrum HR services and functions.

Led recruiting and onboarding efforts for newly hired associates.

Administered employer offered benefits and processed Family Medical Leave of Absence requests.

Advised management on performance reviews, disciplinary recommendations, and collaborated with Legal Resources to resolve complex incidents.

### **Human Resources Administrator, Kroger 2004 – 2007**

Developed and administered corporate training.

Collected and analyzed data to measure employee engagement.

Facilitated training webinars for usage of company specific functions.

Collected and prepared reports on key performance indicators (KPI).

### **Human Resources Specialist, bigg's 1997 – 2004**

Led recruiting and onboarding efforts for newly hired associates.

Processed payroll effectively.

Conducted Annual Open Enrollment and administered employer offered benefits.

### **Security Police, United States Air Force 1993 – 1997**

Ensuring the safety of all base weapons, property and personnel from hostile forces.