

ALVIN JAMES

CONTACT



Cincinnati, Ohio 45237



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CORE QUALIFICATIONS

- MS Office
- PowerPoint
- Paycor
- Paycom
- Kronos
- Workday
- E-Verify
- Full cycle recruiting
- Recruitment strategies
- Background checking
- Employment law knowledge
- New hire paperwork processing
- Human resources policies

Motivated HR Manager with background overseeing HR policies and procedures while supervising department staff. Expert at directing wide-ranging human resources responsibilities by tackling, prioritizing and delegating tasks to staff. Focus on remaining competitive among industry companies by creating desirable culture and programs.

EXPERIENCE

February 2022 - Current

Field Recruiter Kroger, Cincinnati, OH

- Increased candidate pool via proactive sourcing and recruitment strategies.
- Reduced time-to-fill by managing recruitment processes and fostering strong relationships with hiring managers.
- Enhanced employer branding through targeted recruitment marketing.
- Streamlined interview process, resulting in successful hires.
- Provided excellent candidate experience, garnering positive feedback.
- Conducted pre-screening interviews to identify qualified candidates.
- Analyzed recruitment data to optimize hiring processes.
- Assisted in writing job postings and conducted HR training sessions.

July 2021 - February 2022

Recruiter Cincinnati Vision Partners, CVP Physicians, Cincinnati, Ohio

- Managed online job postings and applicant tracking system.
- Conducted meetings with managers to assess hiring needs.
- Screened applicants and made hiring recommendations.
- Maintained recruitment statistics and standardized hiring processes.
- Acted as point of contact for applicants, providing support throughout hiring process.
- Utilized networking and social media for candidate sourcing.
- Built strong candidate relationships for positive hiring experiences.

November 2020 - February 2021

HR Account Manager Aegis Protective Services, Cincinnati, Ohio

- Managed recruitment and orientation for guard staff.
- Coordinated hiring processes and ensured compliance.
- Handled HR administrative tasks and employee relations.
- Implemented disciplinary actions and addressed employment issues.
- Responsible for 10,000 hours book of business

August 2020 - September 2020

HR Manager Hamilton County Community Action Agency, Robert Half, Cincinnati, Ohio

- Enhanced retention through onboarding and training programs.
- Streamlined HR processes with HRIS systems.
- Managed recruitment costs and employee disputes.
- Advised on HR matters and led policy implementation.

July 2019 - April 2020

HR Manager *Pure Romance*, Cincinnati, OH

- Implemented onboarding and training programs.
- Facilitated organizational change and workforce planning.
- Led HR policy implementation and promoted organizational health.
- Streamlined HR processes for increased efficiency with use of HRIS systems.

September 2018 - July 2019

Recruiter *Mercy Health, Robert Half*, Cincinnati, Ohio

- Developed client and candidate relationships for placements.
- Improved recruitment process and retention rates.
- Provided exceptional customer service and managed high-volume requisitions.

March 2018 - August 2018

Youth Employment Program Coordinator/Human Resources

Coordinator *Talbert House, Robert Half*, Cincinnati, Ohio

- Improved team collaboration and program efficiency.
- Established partnerships and led training sessions.
- Oversaw program operations and maintained accurate data.
- Coordinated and organized Hiring Event for 50 employers.

August 2016 - June 2017

Human Resources Coordinator *DHL Express, (AeroTek)*, Erlanger, Kentucky

- Implemented HR programs and streamlined processes.
- Coordinated onboarding and conducted performance evaluations.
- Provided HR support and addressed employee inquiries.

EDUCATION

August 1997

High School Diploma

Woodward High School, Cincinnati, OH