

SARA SCHAFFER

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Professional Summary

Employee-focused HR Generalist with detailed knowledge of organizational human resources policies, services and practices. Essential facilitator of key operational details relevant to company onboarding, HR processes, and exit procedures; assisting employees with all HR requests.

Skills

- Talent Acquisition
- Onboarding and Orientation
- Pre-Employment Screening
- HR Services
- HR Policy/Procedure Development

Education

Organizational Studies - Bachelor of Science - 2009

Robert Morris University - Moon Township, PA

Work History

HR Generalist - June, 2024 to Present

City Brewery - Latrobe, PA

- Process bi-weekly payroll for all employees, including: base pay, bonuses, retro wages, vacation/sick pay-outs
- Assist employees with payroll or benefit questions
- Track employee attendance
- Assist with practices related to recruiting, hiring and on-boarding
- In tandem with the Training Manager, identifies training needs and creates/implements programs or finds outside sources to address identified needs
- Completes employment verification requests
- Supports HR efforts in areas of compensation planning, performance management, and succession planning
- Understands and applies basic HR laws and regulations
- Participates in sitewide policy creation and implementation
- Monitors and provides for consistent and fair application of rules and policies
- Supports benefit administration related to health, dental, life, disability, COBRA, etc.

HR Generalist - January, 2023 to May, 2024

Mathews International Corporation - Pittsburgh, PA

- Conducted employee onboarding process, orientations, and exit interviews.
- Provided guidance to managers on employee relations issues.
- Maintained accurate records of personnel data in the HRIS system.
- Organized staff events such as team building activities, holiday parties.
- Coordinated benefit administration activities such as enrollments, changes, terminations
- Conducted background checks and orientation, coordinating new employee onboarding process.
- Developed incentives to drive employee retention and improve work culture.
- Provided essential support to address individual HR needs of employees.
- Collaborated with HRBP to develop and execute human resources strategies, enabling business objectives.
- Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.

Talent Acquisition Coordinator - April, 2022 to December, 2022

Mathews International Corporation - Pittsburgh, PA

- Managed the onboarding process for new hires including completing all necessary paperwork, organizing orientation sessions, and providing support during the transition period.
- Provided administrative support related to employee records maintenance including updating applicant tracking systems with candidate information.
- Maintained a database of current and prospective candidates; tracked progress throughout the hiring process.
- Prepared offer letters for successful applicants according to established guidelines.
- Informed job applicants of duties and responsibilities, compensation and benefits.
- Scheduled or conducted new employee orientations.
- Hired employees and processed hiring-related paperwork.
- Maintained current knowledge of equal employment opportunity and affirmative action guidelines and laws.

HR Service Center Coordinator - October, 2021 to April, 2022

Mathews International Corporation - Pittsburgh, PA

- Responded promptly to employee inquiries regarding benefits, payroll issues, leaves of absence.
- Developed and maintained a database of employee information such as contact details, performance reviews and disciplinary actions taken.
- Maintained up-to-date knowledge on employment law guidelines and best practices in order to provide sound advice regarding personnel matters.
- Provided essential support to address individual HR needs of employees.
- Safeguarded human resource information, maintaining employee confidence and protecting operations.
- Developed and documented HR procedures to refine processes and drive compliance with policies.
- Partnered with senior HR team to communicate company standards and policies.
- Identified opportunities to improve HR programs and proposed solutions to increase efficiencies.
- Delivered inquiry-related data and insights to improve overall employee experience.

Case Manager - August, 2020 to October, 2021

ProVerify powered by Application Verification - Pittsburgh, PA

- Reviewed and evaluated background check results to determine the accuracy and completeness of data.
- Analyzed, verified and validated criminal records, credit histories and other background information for potential candidates.
- Conducted reference checks, education verifications and employment history verifications.
- Identified discrepancies in applicant backgrounds which required further investigation or review.
- Maintained confidentiality of all personal information obtained during the screening process.
- Ensured timely completion of each assigned background screening project according to established deadlines.
- Reviewed potential red flags identified during screenings and took appropriate action as necessary.
- Worked closely with executive management team members to identify areas where improvements can be made in the overall screening process.

Admissions Counselor - November, 2018 to January, 2020

Keiser University - Clearwater, FL

- Provided guidance and support to prospective students on the admissions process.
- Assisted in the development of recruitment strategies to attract a diverse student body.
- Coordinated campus visits and interviews with prospective students.
- Reviewed applications, evaluated transcripts, and made decisions regarding admission status.
- Organized events such as open houses, information sessions, and other outreach activities.
- Advised current students on academic progress towards degree completion.
- Counseled admitted students on course selection and registration processes.
- Followed up with accepted applicants throughout their transition into college life.
- Documented, maintained and tracked prospective student applications.
- Collaborated with financial aid, education and career services departments to achieve student enrollment targets.
- Responded to requests for information about enrollment process.