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# PAUL HAMILTON

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## Summary

Experienced HR professional with a bachelor's degree in Early Childhood Education and a passion for working with children and their families. Organized, personable, and action-oriented with a strong ability to communicate efficiently.

## Experience

- 11/2011 - Current  
Dancor Solutions  
Hilliard, OH
  - HR/Accounting Assistant**
    - Client facing interaction with leading Central Ohio business. Including: Bath and Body Works, Coach, Lane Bryant, Value City Furniture, and Victoria's Secret
    - Supported accounting functions, including accounts payable and receivable
    - Developed and implemented company HR procedures that included: the employee handbook, employee benefits, disciplinary measures, and performance reviews
    - Organized company events with multiple vendors for 100+ guests
    - Managed executive calendars and travel
    - Developed onboarding protocols and trained new company employees
- 05/2003 - 10/2011  
Macy's  
Columbus, OH
  - HR Assistant**
    - Promoted from part-time seasonal employee to full-time within 6 months
    - Responsible for screening and job placement for applicants
    - Implemented new employee training courses
    - Supported accounting functions including payroll
    - Organized large company events with multiple vendors for 150+ guests

## Skills

- Personnel records maintenance
- New hire orientation
- Administrative skills
- Compensation/payroll
- Hiring and retention
- Benefits administrator
- HRIS applications proficient
- Policies implementation

## Education and Training

- Mount Vernon, OH
  - Bachelor of Arts** in Early Childhood Education
  - Mount Vernon Nazarene University

## Activities and Honors

- Active on the PTA at Cheshire Elementary since 2015
- Served on the Board of the PTA at Cheshire Elementary as Vice President for the 2017-2018 school year

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**Bowker Editorial Staff**



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revolutionized job searching The authors show how to incorporate numerous elements into HTML resumes including graphics color and links Also included are evaluations of 80 plus Internet resume sites interviews with industry insiders on the most effective ways to produce and use cyberspace resumes and how to register a Web resume Annotation copyrighted by Book News Inc Portland OR **Career by Design** Sharon L. Hanna,2005 For courses in Career Development Career Placement Employment Job Search and Career Counseling Exceptionally readable well illustrated and current the third edition of this unique presentation of career development techniques and skills emphasizes the necessity of communication and interpersonal skills Designing a successful career requires self awareness effective communication and strong interpersonal skills combined with the practical nuts and bolts of goal achievement throughout an entire career This book has all of it This explanation suggestion packed text also has a variety of thought provoking questions thinking doing activities It inspires and guides students to think creatively and critically rather than just engage in or accept a one way job hunt Up to date information and a research based approach make this a must have text **The Software Encyclopedia**

**2000** Bowker Editorial Staff,2000-05 The Technical Communication Handbook Laura J. Gurak,Mary E. Hocks,2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guidefor technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues **Stepping Thru Ms Office Int03tx** Fulton,Neilsen,2004-04 **College Keyboarding Enhanced** Susie H. VanHuss,Duncan,Forde,Woo,1997

**Human Resource Management** John M. Ivancevich,2001 Human Resource Management HRM takes a managerial orientation and is viewed as being relevant to managers in every unit project or team Managers are constantly faced with HRM issues problems and decision making and the text s primary goal is to show how each manager must be a human resource problem solver and diagnostician This book pays attention to the application of HRM approaches in real organizational settings and situations Realism understanding and critical thinking were important in the revision Users have continuously been satisfied with the consistent writing style and level of presentation *CareerXroads* ,2002

**CareerXRoads 2002** Gerry Crispin,Mark Mehler,2001-12 This annual review of the best career Websites continues to be an indispensable reference for job seekers corporate recruiters and career counselors Crispin and Mehler do enormous research they analyze thousands of Websites then review the top 500 for this book **Free Stuff from America Online** Luanne S. O'Loughlin,Louanne O'Loughlin,1994-11 Written for users around the world FREE TUFF from America Online is the only book that shows you the best that America Online has to offer Jam packed with information never before available this book offers you hundreds of incredible things you can get for your home business career kids hobbies and computer you name it No strings attached Library Journal ,2001 **Resumes that Mean Business** David R. Eyler,1996 Guide to the

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**Learn HTML in a Weekend** Steven E. Callihan, 1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4 01 Web pages A Practical Guide to Using Computers in Language Teaching John de Szendeffy, 2005 Teachers faced with integrating computers into a second language curriculum will appreciate this helpful straightforward resource Unlike the existing scholarly and theoretical texts on computer assisted language learning CALL this book gives context and meaning to the computer environment with immediate classroom needs in mind The text introduces teachers to CALL offering tips for getting started and providing an overview of current CALL pedagogy Midwest **Systems Analysis and Design with UML Version 2.0** Alan Dennis, Barbara Haley Wixom, David Tegarden, 2005 A modern hands on approach to doing SAD in UML Get the core skills you need to actually do systems analysis and design with this highly practical hands on approach to SAD using UML Authors Alan Dennis Barbara Haley Wixom and David Tegarden guide you through each part of the SAD process with clear explanations of what it is and how to implement it along with detailed examples and exercises that allow you to practice what you ve learned Now updated to include UML Version 2 0 and revised this Second Edition features a new chapter on the Unified Process increased coverage of project management and more examples Highlights Written in UML The text takes a contemporary object oriented approach using UML Focus on doing SAD After presenting the how and what of each major technique the text guides you through practice problems and then invites you to use the technique in a project Rich examples of both success and failure Concepts in Action boxes describe how real companies succeeded and failed in performing the activities in the chapters Project approach Each chapter focuses on a different step in the Systems Development Life Cycle SDLC process Topics are presented in the order in which they are encountered in a typical project A running case This case threaded throughout the text allows you to apply each concept you have learned

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