

ELIZABETH FUSS

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Summary of Qualifications	<p>With over 10 years of experience in payroll and human resources, I am well-acquainted with all aspects of an HR department. From FMLA and OFLA to harassment investigations and payroll processing to EEO-1 reporting, my experience is broad. Over the past ten years, I have become proficient at using Microsoft Office products, as well as various HR and payroll software, including Darwin and ADP.</p>	
Professional Experience	<p>Human Resources Manager, Cleanpak International, Clackamas, OR</p> <ul style="list-style-type: none"> - Managing all aspects of Human Resources for 200 employees at a manufacturing plant, including: FMLA/OFLA, EEO-1 reporting, VETS-100 reporting, investigations, employee relations, policies and procedures, benefits administration, benefits billing, union grievances, training and terminations. <p>Human Resources Representative, MEC Northwest, Canby, OR</p> <ul style="list-style-type: none"> - Managing all aspects of Human Resources for 100 employees at a small manufacturing plant, including: payroll, FMLA/OFLA, investigations, employee relations, employee morale, policies and procedures, benefits administration, benefits billing, training, terminations and strategic approaches to strengthening the workforce. <p>Human Resources Representative, Xenium Resources, Tualatin, OR</p> <ul style="list-style-type: none"> - Began as a payroll specialist, moving up to an HR Assistant after one year, then to an HR Representative after three years. As an HR Assistant, I managed FMLA/OFLA tracking, employee handbook creation for all clients, job descriptions for all clients, hotline calls and other administrative HR tasks. As an HR Representative, I managed human resources for 20-30 small businesses, including handbook creation and rollouts, training, employee surveys, employee complaints, employee trainings, and consultation with managers and executives. <p>Payroll Clerk, Barrett Business Services, Portland, OR</p> <ul style="list-style-type: none"> - Processed payroll for various clients, including data entry, auditing, calculations and packaging for delivery. 	<p>4/08 – 11/09</p> <p>2/07 – 4/08</p> <p>3/00 – 2/07</p> <p>7/98 – 10/99</p>
Other Experience	<p>Wordstock Festival Emcee Coordinator, Wordstock Festival, Portland, OR</p> <ul style="list-style-type: none"> - Recruited volunteer emcees, including prominent members of the media and community and managed the emcee coordination with the Authors team. <p>Volunteer Workshop Facilitator, Write Around Portland, Portland, OR</p> <ul style="list-style-type: none"> - Facilitated 10-week creative writing workshops for incarcerated women, veterans with PTSD and domestic violence survivors. <p>Member of Toastmasters International, Tualatin, OR</p> <p>Freelance Writer, West Linn Tidings, Lake Oswego, OR</p> <p>Reporting Intern, West Linn Tidings, Lake Oswego, OR</p>	<p>2008</p> <p>2005 - 2008</p> <p>2005</p> <p>1999</p> <p>1999</p>
Education	<p>B.A. in English, Portland State University, Portland, OR</p> <p>English, Utah State University, Logan, UT</p> <p>English, Brigham Young University, Provo, UT</p>	<p>9/99 – 12/00</p> <p>6/96 – 7/98</p> <p>6/91 – 12/93</p>