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Natalie Foster

Detail-driven HR compliance specialist with seven years of experience ensuring organizations adhere to federal and state employment regulations. Skilled in auditing, reporting, and policy creation across health care and manufacturing industries.

CONTACT

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LinkedIn

Richmond, VA 23220

KEY SKILLS

- Compliance audits
- Employee handbook development
- EEO/ADA/OSHA regulations
- HR policy enforcement
- Risk management

PROFESSIONAL EXPERIENCE

HR COMPLIANCE SPECIALIST | HEALTHCORE SYSTEMS, RICHMOND, VA
FEBRUARY 2020 – PRESENT

- Conducted quarterly compliance audits, decreasing policy violations by 45%
- Update handbook policies to reflect changes in labor laws
- Train department heads on workplace harassment prevention policies

HR ANALYST | BLUERIVER MANUFACTURING, RICHMOND, VA
MARCH 2016 – JANUARY 2020

- Managed compliance tracking systems for a 1,000-employee organization
- Assisted in implementing updated FMLA and ADA processes
- Generated monthly risk reports for HR leadership team

EDUCATION

Bachelor of Science in Human Resources
Virginia Commonwealth University, Richmond, VA

CERTIFICATIONS

Certified Compliance and Ethics Professional (CCEP), SCCE