Mary Johnson

HR Manager

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Profile

Hands-on HR professional with 2 years of experience managing employee relations, payroll coordination, and succession planning across organizations of up to 210 employees. Achieved an 89.47% issue resolution rate by implementing a structured intake and mediation process. Skilled in BambooHR, FMLA Administration, EEO-1 Reporting, and FLSA Compliance.

Professional Experience

HR Manager | Greenbrier Valley Equipment Group, Hinton, WV **2025 – Present**

- Saved 11 hours of HR administrative time weekly by building automated workflows in BambooHR for offer letters, I-9 tracking, and benefits enrollment forms.
- Resolved 17 of 19 open employee grievances within 10 business days by implementing a structured intake and mediation process, reaching an 89.47% issue resolution rate.
- Identified and coached 4 high-potential team leads through a quarterly skills assessment program, growing the leadership bench from 2 to 6 ready-now candidates in 8 months.
- Plan and conduct new employee orientation sessions for cohorts of 8 to 12 hires, covering safety protocols, compensation structure, and organizational policies.

HR Coordinator | Meadow Creek Building Services LLC, Lewisburg, WV **2024 – 2025**

- Tracked and closed 31 of 40 employee issues across a 210-person workforce over 9 months, maintaining a resolution rate within the target 14-day window.
- Coordinated compensation and benefits data entry for biweekly payroll cycles, processing records for 210 employees with an error rate under 0.34 per cycle.
- Drafted and maintained job descriptions for 26 positions, ensuring alignment with ADA and FLSA requirements during an organizational restructuring.

Education

BSBA of Human Resource Management **2020 – 2024**

West Virginia University, Morgantown, WV

Key Skills

- BambooHR
- Microsoft Excel
- Employee Relations
- FMLA Administration
- Compensation and Benefits Administration
- Performance Management
- EEO-1 Reporting
- New Employee Orientation
- FLSA Compliance

- Succession Planning