

**Human Resources Professional**

**Relevant Professional Experience**

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**Human Resources Generalist**

Philadelphia District Attorney Office | Philadelphia, PA | Local Government

6/2022 – Present

- Manages the appointment process, including orienting new employees to office policies.
- Manages the administration of all health and life insurance, including consultations with exempt and non-exempt staff regarding their choice of benefits and resolution of problems or issues around the administration of their benefits.
- Supervises operations and staff of both the mailroom, and call center.

**Benefits and Leave Administrator**

Health Federation of Philadelphia | Philadelphia, PA | Nonprofit

3/2022 – 6/2022

- Participated in creating compensation packages that meet employees' needs while helping the company control costs and remain competitive in the market.
- Developed standard operating procedures for benefit administration, including self-billing, and reporting.
- Conducted audits of all company provided benefits to ensure efficient and responsible use of resources, in order to identify potential cost savings.
- Updated all benefit handbooks, forms, and other various department communication via hardcopy documents and electronic database.
- Addressed all inquiries from active and retired employees regarding plan eligibility/enrollment, distribution of benefit payments, and retirement plan requirements.
- Developed reports for analyzing and forecasting benefit trends to aid in future benefit plan designs and cost containment strategies

**Benefits Analyst**

Stradley Ronon Stevens & Young, LLP | Philadelphia, PA | Law Firm

8/2021 – 2/2022

- Administered all group insurance programs including health/vision/dental insurance, flexible spending accounts, life insurance, disability coverage, and voluntary benefit plans.
- Generated reporting and documentation regarding employee eligibility; works with employees and vendors on daily eligibility and enrollment issues.
- Collaborated with HRIS and Payroll to ensure all employee data is accurate and readily available in a timely manner for IRS/ACA reporting requirement on IRS forms 1094-C and 1095-C.
- Managed and fulfilled all government reporting and required notices including Affordable Care Act reporting and Medicare Part D notices.
- Reviewed and approved benefit and insurance enrollments and changes for processing.
- Validated employee enrollments, initiates changes, and processes terminations with group insurance and retirement plans.
- Oversaw the processing and reconciliation of monthly insurance invoices, maintenance of vendor file interfaces and all benefit related deductions in HR/payroll system
- Enhanced the open enrollment and new hire process by streamlining all communications to one centralized email account.
- Responded to all benefits inquiries from partners and employees on plan provisions, benefit enrollments, status changes and other general inquiries.

**Human Resources Coordinator / Benefits Specialist**

City of Philadelphia | Philadelphia, PA | Local Government

1/2020 – 8/2021

- Administered all company benefit programs including health plans, short and long-term disability, worker's compensation, COBRA and leaves of absence.

## Waynetta Faust, M.S

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- Coordinated effective, ongoing communications to employees to ensure ongoing education and awareness of benefits offerings/change; communications that include emails, mailings, and newsletters.
- Worked with leadership to create, revise, and maintain current and accurate job descriptions.
- Reviewed and processed transactions concerning salary increases, new hires, transfers, and terminations.
- Enforced ADA, EEO, sexual harassment prevention compliance standards in the promotion of an office of inclusion and a healthy, safe work environment.
- Processed all requests for FMLA leaves and Limited Leaves of Absence.
- Engaged with employees in ADA interactive process and provides support to employee until request is no longer considered reasonable.
- Maintained records of personnel-related data (payroll, personal information, leaves, etc.) in both paper and the database and ensures all employment requirements are met.
- Developed and maintained positive working relationships between directors, managers, and co-worker
- Managed new hire process, including facilitating orientation workshops, and arranging training with appropriate manager.

### Talent Acquisition Associate

Crews, Moseley, and Associates | Philadelphia, PA | Consulting Firm

1/2017– 11/2019

- Partnered with the IT department to create a streamlined onboarding process for new hires.
- Conducted telephone screenings, scheduled interviews, and organized on-site interview process.
- Proactively evaluated and assessed staffing needs of departments and implemented creative, efficient, and effective sourcing and recruitment campaigns to ensure hiring needs are met.
- Supported “Internal First” culture by discussing internal talent options with hiring managers and being highly responsive to internal candidates
- Provided coaching solution-oriented advice that maximizes performance and mutual win-win understandings.
- Maintained recruitment metrics including position control list, time-to-fill statistics, and turnover reporting.
- Organized open enrollment meetings with the department, incorporated ordering benefit information from selected vendors for distribution during open enrollment.

### Human Resources Coordinator

Crews, Moseley, & Associates | Philadelphia, PA | Consulting Firm

11/2015 – 11/2016

- Supported the recruiting process by creating job descriptions, posted jobs, filtered resumes, screened candidates, set up interviews, conducted background checked & references, negotiated salary offers, and prepared offer letters.
- Processed all HRIS benefit entries in UltiPro to ensure accurate record keeping and proper payroll deductions.
- Processed and tracked Family and Medical Leave Act, workers’ compensation, and state disability insurance plans; ensured 100 percent accuracy of form completion, allowing employees to receive benefits in a timely manner.
- Served as the primary point of contact for insurance billing, claims, reimbursements, and coordination of benefits.

### Staffing Coordinator

Pathfinders Inc | Wayne, PA | Staffing Agency

9/2013 – 11/2015

- Established working relationships to coordinate with facility program leadership & HR to identify recruitment needs.
- Facilitated & coordinated interviews for candidates with facility leadership and coordinate with HR manager on extending offers to most qualified candidates.
- Managed online recruiting system to post, track, schedule, & process candidates & job requisitions.
- Created recruiting ads within budget guidelines for positions at appropriate resource locations including newspapers & job search websites.
- Coordinated job fairs with appropriate program staff to promote the company & identify potential applicants.
- Processed documents to finalize interview process including collection of interview notes & submission of candidate's background check.

- Coordinated post-offer paperwork such as physicals, drug testing, and new hire paperwork to meet hiring & licensing requirements.

### Community Leadership

**Board Member | Clementine Montessori School**

April 2022 – Present

- Serves as Board Secretary
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### Educational Background

***Master of Business Administration***

*in Progress*

Human Resources Management Specialization | Rosemont College – Rosemont, PA

**Master of Science in Nonprofit Leadership**

Matriculation – May 2021

La Salle University – Philadelphia, PA

Thesis Title: *Mute Yourself – Examining how the shift from in-person to virtual board meetings impact board governance and communication*

**Bachelor of Arts in Political Science and Philosophy**

Matriculation – May 2012

Rosemont College – Rosemont, PA