

Maurice McClane

QUALIFICATION SUMMARY

- Sound ability to interpret, apply, and explain applicable rules and regulations
- Decisive leader; with facility to finish several projects under strict time deadlines
- A strong technical aptitude for learning and implementing cutting edge computer software programs to increase overall office efficiency
- Proven competency in maintaining confidentiality of work records
- Advanced working knowledge of Microsoft Office (Excel, Word, Access, Power Point, Outlook and SharePoint), PeopleSoft 7, Oracle 11.5, Mac OS X Snow Leopard, Apple iWork

EDUCATION

Portland State University, Portland, OR
B.S., Business Administration - Marketing, 2006

EMPLOYMENT

Boly Welch, Portland, OR 10/09- PRESENT

Nakotomi Corporation, Temporary Assignment

Human Resource Assistant

- Process employee benefit enrollments, changes, and terminations of participants in all plans and programs with the HRIS (Oracle 11.5) and vendor systems
- Administer the day-to-day transactions of the 401(k) plan and approve employee withdrawals and process vendor reporting
- Assist employees with any benefit claim issues or concerns
- Maintain the HRIS database and generated scheduled or requested reports to assist management
- Participate in administrative staff meetings and attended other meetings and seminars as necessary
- Keep employee records up-to-date by processing employee status changes in a timely manner
- Maintain personnel files in compliance with HIPAA legal requirements
- Prepare and maintain reports that are necessary to carry out the functions of the HR benefits department

Gruber Financial, Los Angeles, CA 2/08-6/09

Human Resource Associate

- Managed projects related to employee opinion surveys and multi-rater feedback surveys for Fortune 500 companies such as Allstate, Eli Lilly, Pepsi, Target and PG&E and effectively communicated with their executives
- Developed and maintained project plans and timelines using innovative technology
- Implemented quality control procedures specific to the unique requirements of the project
- Coordinated with internal and external vendors/resources
- Forecasted budgets for \$50,000 projects and above using internal Excel pricing tools
- Invoiced clients on a monthly basis

Gennaro & Associates, Los Angeles, CA 9/07-12/07

Financial Representative

- Negotiated with clients regarding payment plans and annual percentage rates on a daily basis
- Recognized for exceeding quota expectations for three consecutive months
- Identified and developed new business and clients through strategic outreach
- Managed client training seminars

CAN International Non-Profit Organization, Marstrand, Sweden 5/07-8/07

Executive Assistant, Intern

- Provided expert support to United Nations (UN) delegates while attending all UN conferences
- Executed international research studies and compiled detailed reports of data
- Created and maintained detailed budget analysis for the International Labour Organisation
- Supervised thirty members of the IFUW
- Maintained an accurate database of members' credentials
- Coordinated intricate international itineraries
- Attended conferences at the United Nations: The International Labour Organisation (ILO), Economic and Social Council (ECOSOC), and The Human Rights Council (HRC)