

# Kourtney Owens

Locust Grove, GA | 770-681-2648 | komarie15@gmail.com

## SUMMARY

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Dedicated HR Generalist who works closely with management and department heads to identify staffing needs, address performance issues, and developing strategies to enhance employee engagement and productivity. Ultimately, my dedication to fostering a positive work environment and supporting the growth and development of the company workforce contributes to the overall success of the organization.

## EDUCATION

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**Georgia State University**

**Atlanta, GA**

*Psychology*

*Graduation Date: May 2025*

## WORK EXPERIENCE

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**DeKalb County- Sanitation Department**

**Decatur, GA**

*Human Resource Generalist*

*Jun 2021 - Present*

- Administered test to applicants, interviewed qualified candidates, and negotiated job fit of candidates with requesting units..
- Provided compensation and benefits training to over 900+ employees.
- Lead onboarding for all employees, also uploading into ADP, Oracle, and Kronos.

**Reynolds Restoration Services**

**Stone Mountain, GA**

*Human Resource Assistant*

*Jan 2019 - Jun 2021*

- Assist employees in the processing of benefits such as COBRA, death benefits and retirement planning.
- Collaborated with other HR team to successfully integrate new software systems, hiring events for staffing, and employee engagement.
- Conducted employee appraisals every six months for maximum employee growth along with safety checks

**ALDI**

**Greenville, SC**

*Payroll Personnel*

*Jan 2016 - Jan 2019*

- Processing employees' paychecks by collecting their payroll data and timesheets.
- Understanding payroll taxes, fees, and procedures.
- Handle multiple sanitation plants payroll for accurate pay and time.

## SKILLS & INTERESTS

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**Computer:** Microsoft Office (Excel, Word, PowerPoint), Apple Products (Numbers, Pages, Keynote), Google Suites, Oracle Fusion, ServiceNow, Kronos, Workday

**Skills:** Project Management, Payroll, Benefits, Administration, Leave of Absence