

KATANIA L. HOLMES

Warehouse Office Admin /HR

Contact Information

(678)732-5583

KathHolmes94@gmail.com

300 East Felton Road
Cartersville, GA 30121

Education

- Bachelor -HR Management
Southern New Hampshire University
*Honors Roll Award &
*Dean's List Recognition
(2021-2025)
- HR/SHRM-CP
Certificate Program –
“completed”
Kennesaw State University
(2020-2021)
- HS Diploma -
Tift County
*Honorary Foreign
Lang. French Society
(2013)

Professional Summary

Effective HR Professional with over 5 years of experience in retail, manufacturing and administration. Providing clerical and operational support to Stakeholders, Human Resource leaders and Management within a wide-ranging dynamic workplace environment.

Experience

August 2024 – (Current Employer)

Warehouse office Admin • Adairsville, GA • Complete TransPack Solutions
Accomplishments: Serves as the second point of contact, customer engagement, bookkeeping and resolve clients disputes to management if necessary. Answering inbound and outbound calls, Email responses, receive shipments and data entry IRs.

November 2022 - June 2024

HR Coordinator • Rome, GA • Focus Workforce Management
Accomplishments: Assist with processing payroll, employee relations and benefits administration claims. Conduct all HR internal audits. Maintain compliance of laws, regulations and company policy. Submit reports to HR Director on daily operations or new strategies. Monitor ATS, performance management and business partner.

June 2020 - October 2022

HR Assistant/Recruiter • Rome, GA • ResCare Community Living
Accomplishments: Training & Development, Recruiting oversee new hire orientation, onboarding and employee experience. Conduct interviews/exit interview process. Assist with FLMA, workers compensation and LOA inquires. Organize and maintain employee files, I-9 verify, background checks.

May 2017 - September 2019

Tufting Machine Operator • Cartersville, GA • Shaw Industries
Accomplishments: Troubleshoot machines, quality inspection, and safety practices. Assist with panel interviews and training new hires.

July 2010 - October 2016

Administrative Assistant • Tifton, GA • Tifton Police Department
Accomplishments: Ensures compliance with Employment labor law. Adhere state policies, procedures and confidentiality. Data Entry skills

Key Skills

Organizational Development
Customer Service
Employee Engagement
Talent Acquisition
Onboarding
Recruitment
Negotiations skills
Business Partner
HR Management Consulting
Performance management
HR Analytics & Data Entry
Auditing files/reports
HRIS software (ICIMS,Kronos,
Workday, and ADP)
Microsoft Suit : Teams
(Proficiency in Word, Outlook,
Google Docx, PPT and Excel)
Schedule Meetings
Coordinate Events
Employment Labor laws
Interview & Exit interview
FMLA & LOA
Keyboarding (WPM: 68)
Bilingual: French
(intermediate)

Leadership Competency

As a member of the SHRM organization, NSLS organization, and volunteer of the community. I have learned the skills necessary to effectively lead in a widespread community and within a competitive job market by dedicating my focus on the priorities needed within my academics. Transforming my capabilities into the field of Human Resources or People operations. I have acquired the knowledge of managing an entire workforce when making decisions, coaching and mentor employees. During unforeseen challenges towards achieving my educational goal I was named to the Dean's List from SNHU and induction into the NSLS which was a remarkable accomplishment that has positively impacted my leadership style to inspire others towards their career.

Club & Organizational Memberships:

- **HR Management Collegiate Association**
(SNHU Academic Club)
- **National Society of Leadership & Success** (Honor Society)
- **Society of Human Resources Management** (SHRM Foundation)

Volunteer Groups (Non-Profit organizations):

- Assured Hospice – Administrative & Shared services
- Adopt-a-Road – Bartow County Chamber of Commerce

• Networking Links

<https://www.linkedin.com/in/katania-l-holmes-0080271a0>
snhu.meritpages.com/stories/KaTania-Holmes-Named-to-Honor-Roll/94786569
<https://www.facebook.com/katania.holmes>
<https://meritpages.com/KatHolmes-Named-to-Deans-List>

Professional References

- Jessica McClinton; Traveling Recruiter - Focus Workforce Mgmt.
Contact: (614) 378-7900, Jessica.McClinton@Focusjobs.com
- Leslie Hammond; HR Program Director - ResCare Community
Contact: (706)409-2144, Leslie02hammond@gmail.com
- Clara Ellis; HR Coordinator – Assured Hospice
Contact: (678)668-1008, ClaraE@assured-hospice.com
- Lindsey Garito; HR Mentor – The SHRM Foundation Org.

- Contact: (914) 582-6468, LindseyGarito@gmail.com
- Todd Palomino; Supervisor/Shift Leader – Shaw Industries Inc.
Contact: (770)560-8865, Todd.Palomino@shawcontract.com