

# Autumn David

Roseburg, OR 97471

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## Professional Summary

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Experienced Office Manager and Human Resource Professional with a proven track record in office administration and HR functions. Adept at streamlining operations, enhancing employee engagement, and fostering a productive work environment. Known for dedication, attention to detail, and a commitment to professional growth.

## Work Experience

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### **Human Resources Generalist**

City of Roseburg-Roseburg, OR

January 2025 to Present

- Managed full-cycle recruitment process, including sourcing, screening, interviewing, and onboarding of all new hires
- Administered benefits programs, ensuring accurate enrollment and timely communication with employees
- Conducted investigations into employee complaints or concerns, maintaining confidentiality and resolving issues promptly
- Collaborated with management to develop and implement performance management strategies that aligned with company goals
- Maintained HRIS database by accurately entering employee information, updating records, generating reports, and conducting audits for data integrity
- Assisted in the development of HR policies and procedures to ensure compliance with federal/state laws and regulations
- Managed leave administration process including FMLA requests, tracking time off accruals, coordinating return-to-work plans
- Conducted salary benchmarking analysis to ensure competitive compensation packages for all positions within the organization
- Provided guidance to managers regarding disciplinary actions or performance improvement plans for underperforming employees
- Coordinated annual performance review process by collecting feedback from supervisors/managers and facilitating review meetings between employees and their superiors

### **Secretary (Volunteer)**

Green Elementary School Booster Club (501c3 nonprofit)-Roseburg, OR

January 2022 to June 2025

I am the secretary for the Green Elementary Booster Club, a 501c3 nonprofit organization. The booster club's objective is to enhance the educational process for Green Elementary students through the cooperation of parents and teachers. We promote, foster, and encourage school-sponsored activities and assist the school administrators, faculty, and staff in the accomplishment of their program objectives.

### **Secretary (Volunteer)**

Southern Oregon Timberwolves Baseball Academy (501c3 nonprofit)-Roseburg, OR

August 2023 to January 2025

I was the secretary of the Southern Oregon Timberwolves Baseball Academy. Southern Oregon Timberwolves exists to teach and promote the games of baseball and softball in an environment that fosters competition and individual development on and off the field, instills the importance of being part of a team, readies players for Legion and High School baseball and softball, and enhances the enjoyment of youth baseball and softball players in the Umpqua Valley community with the tools that also builds character and determination that they will hold onto as they progress through life. As the secretary for the Timberwolves, I provide support to all parts of the organization. I help organize events, communicate with stakeholders and parents, prepare agendas, and take minutes at all club meetings.

## **Management Staff Assistant**

City of Roseburg-Roseburg, OR

March 2019 to December 2024

As the Management Staff Assistant for the City of Roseburg, I provide direct support to the City Manager, Human Resources Director, and City Recorder.

My role involves a diverse range of responsibilities, including:

### **Administrative Support:**

**City Manager:** Collaborate with elected officials and departments to schedule meetings with the City Manager. This includes preparing or editing correspondence, conducting surveys or research, compiling data, and creating presentation materials.

**City Recorder:** In the absence of the City Recorder, serve as an acting City Recorder. Tasks include preparing and distributing public meeting materials, maintaining records of contracts and agreements, and assisting with surplus property sales processes.

**Human Resources:** Provides crucial support in various aspects of human resources management.

### **Municipal Services:**

- **Scheduling and Meetings:** coordinate appointments and meetings with local elected officials.
- **Public Meetings:** Attend public meetings and transcribe minutes.
- **Licensing and Permits:** Issue business licenses, registrations, and special permits.
- **Inventory Management:** Manage inventory of office supplies and supplies at City Hall.
- **Website Maintenance:** Monitor and update the City website.
- **Social Media Assistance:** Assist with social media accounts related to City services.
- **Email Management:** Monitor and respond to general office emails.

### **Human Resources Support:**

#### **Recruitment and Hiring:**

- Assist in creating and posting job vacancies on relevant platforms.
- Review resumes, conduct initial screenings, and communicate with applicants.
- Schedule interviews, prepare interview materials, and coordinate logistics.

#### **Employee Onboarding and Offboarding:**

- Help organize new employee orientations, ensuring they receive necessary information about policies, benefits, and procedures.
- Assist with exit interviews, paperwork, and ensuring smooth transitions for departing employees.

#### **Personnel Records Management:**

- Maintain accurate records of employee information, including personal details, employment history, and performance evaluations.
- Handle sensitive information with discretion and maintain confidentiality.

#### **Benefits Administration:**

- Guide employees through benefit enrollment processes.
- Assist with updates, changes, and inquiries related to health insurance, retirement plans, and other benefits.

#### Training and Development:

- Coordinate training sessions, workshops, and professional development opportunities.
- Help track employee training progress and certifications.

#### Policy Implementation and Compliance:

- Assist in disseminating HR policies and ensure employees understand them.
- Help monitor compliance with labor laws, regulations, and internal policies.

#### Employee Relations:

- Support the HR Director in addressing employee concerns, conflicts, and grievances.
- Assist in maintaining positive employee relations through effective communication.
- Participate in collective bargaining negotiation meetings.

#### Safety and Wellness Initiatives:

- Collaborate with safety committees to promote a safe work environment.
- Assist in organizing wellness programs and activities.

#### Administrative Tasks:

- Coordinate meetings, appointments, and events for the HR Director.
- Draft emails, memos, and other communications on behalf of the HR Director.
- Maintain files, records, and documentation related to HR functions.

#### Customer Service:

- Internal and External: Provide excellent customer service to both internal colleagues and external stakeholders.

### **Legal Manager**

CSO Financial, Inc-Roseburg, OR

September 2003 to March 2019

- Managed Legal and Clerical Department
- Tasked with the daily operations of a busy office, overseeing administrative tasks and ensuring efficient workflow
- Handle calls from difficult or frustrated consumers
- Small Claim court appearances
- Electronic Filing in the Oregon Circuit Court
- Civil litigation including Arbitration and Default Judgment proceedings in Oregon, California, and Washington
- Contracted to perform paralegal duties for two Law Firms on behalf of CSO
- Assisted in trial preparation by organizing exhibits, witness lists, and other relevant materials
- Conducted legal research using various online databases to support case preparation
- Maintained calendars for multiple attorneys, scheduling appointments, court dates, and deadlines
- Managed Compliance Department
- Reviewed Client Contracts for accuracy
- Accounting including posting funds, balancing tills, and day end
- Processed portions of Payroll
- Experienced with Microsoft Office Suites
- Answered incoming calls and using a multi-line phone system
- Managed Filing System
- Type 70+ WPM

## Education

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### **Human Resource Management (Bachelor of Science)**

Southern New Hampshire University-Remote

September 2022 to Present

Expected graduation February 2026

### **Paralegal/Legal Assistant (Certificate)**

Stratford Career Institute-Remote

January 2008 to June 2009

### **High school diploma**

Roseburg High School-Roseburg, OR

September 2001 to June 2005

## Skills

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- Employee mediation
- Employee data management
- HR strategy development
- Retirement plan management
- Employee assistance program management
- Conflict management
- Developing e-learning programs
- Recruiting
- Employment & labor law
- Wellness program management
- Developing employee training programs in a human resources role - Employee training programs developed in a human resources role (1-2 programs)
- Employee Orientation
- Calendaring
- Legal Research
- Employee misconduct investigations
- Team management
- Developing soft skills training programs
- Leadership
- Flexible spending account management
- HR policy development
- Cultural awareness program implementation
- Accessibility initiatives
- HR department experience
- Records Management
- Microsoft Outlook

- HR analytics
- Analysis skills
- Paid time off management
- Workplace incident investigation
- Office Management
- Typing
- Adobe Acrobat
- Labor law compliance
- Microsoft Word (10+ years)
- Project Management
- Microsoft Excel
- Employee record maintenance
- Employee relations
- Developing safety training programs
- FMLA
- Transcription
- Communication skills
- Diversity recruitment strategy implementation
- English
- Compensation administration
- Flexible work arrangement practices
- Management training (staff training program)
- Phone etiquette
- Human resources - Human resources experience (3-5 years)
- Attention to detail
- Training & development
- Time management
- Research
- Developing in-person training programs
- Leadership development programs
- Excel data analysis
- HR compliance
- Employee onboarding
- Union relations
- Recruitment and selection
- Employee offboarding
- Computer skills (10+ years)
- Developing onboarding programs
- Implementing diversity and inclusion programs in a human resources role - Diversity and inclusion programs implemented in a human resources role (1 program)
- Administrative Experience

- Implementing HR recruitment processes - HR recruitment processes implemented (3-5 processes)
- Health insurance management
- Microsoft Powerpoint
- Managing human resources teams - Largest human resources team managed (1-10 members)
- Interviewing
- Human resources practices
- Customer service
- Management
- Life insurance management
- Pay equity analysis
- Microsoft Office
- HR legal compliance
- Benefits administration
- Writing Skills
- Talent management
- Organizational skills
- Bias awareness training implementation
- Inclusive hiring practices
- Employee grievances
- Employee grievance management
- Employment law

## Certifications and Licenses

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### **Paralegal Certificate**

June 2009 to Present

High Honors

### **Certified Notary Public**

### **Professional In Human Resources**

### **Driver's License**

### **Certified Notary Public**

December 2021 to December 2025