



Contact Me



Phone

570-236-5659



Email

nicolebernard915@gmail.com



Address

341 Valley Rd Canadensis, PA
18325

Education

2018

**Associates in Applied Science -
Health Care Administration**
Northampton Community College

2023

**Certificate in Human Resources
Management**
Southern New Hampshire University

Ongoing

**Bachelors in Business Administration
- Human Resources Management**
Southern New Hampshire University

Expertise

- ADP
- Unifocus
- Salesforce
- Microsoft Office
- HRIS System
- HR Operation
- Leadership
- US Labor Laws
- Summer Work/Travel

Additional Experience

- Lifeguard, Great Wolf Lodge, Poconos, PA,
2013 - 2015
- Internship, St. Luke's Neurology Associates,
East Stroudsburg, PA, 2018
- Aquatics Supervisor Great Wolf Lodge,
Poconos, PA, 2015 - 2019

Nicole Bernard

Human Resources Professional

Dedicated and goal-driven professional with expertise in interviewing, recruiting, onboarding, and hiring the best possible resources for the organization. Skilled in conducting safety training as required. Experienced in overseeing full-cycle recruitment, cultivating inclusive workplace environments, and providing impactful training to elevate employee performance.

Experience



April 2022 - Present

Kalahari Resorts & Conventions | 250 Kalahari Blvd., Pocono Manor, PA 18349
Human Resources Generalist

- Utilize HRIS for tasks like processing online changes, review dates, pay adjustments, and job transitions.
- Manage personnel files, conduct applicant background checks, and prepare termination paperwork.
- Assist with investigations and manage FMLA documents and doctors' notes.
- Process new hires, change-of-status forms, and record wages for payroll.
- Handle I-9 records, storage, retention, and PTO requests/uniform deductions.
- Adhere to federal/state laws, Kalahari Resort policies, and uphold Living the Kalahari Promise values.
- Assist with talent acquisition tasks including reviewing applications in ATS, interviewing, and hiring.
- Managed HR functions for a team of 1200-1800 associates, including recruitment and safety training.
- Expertly onboarded international J1 associates, ensuring seamless assimilation.
- Assisted with managing and processing unemployment claims to ensure compliance and timely resolution.
- Provided support in handling workers' compensation claims, ensuring accurate documentation and prompt processing

Human Resources Administrator | April 2022 - November 2022

- Acted as the first point of contact for associates in the HR office, maintained personnel records on the HRIS system, and handled new hire processing.
- Administered New Hire Processing, including entering all new hire paperwork, re-entering information after New Hire orientation, and file management.
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Achievements

- Associate of the Month after 90 days of employment.
- Inducted into Club Ubuntu after 1 year.



January 2022 - 2019

Fitzmaurice Community Services | Stroudsburg, PA
Human Resources Assistant

- Assisted with assigned duties/projects.
- Maintained HR records in HRIS and hard copies accurately.
- Aided employees with data changes and interpretation.
- Conducted onboarding, including I-9 verification, checks, policy review, and signatures.
- Scheduled and verified employee physical exams.
- Managed up-to-date training records.



May 2013 - August 2021

Great Wolf Lodge | 1 Great Wolf Drive Scortun, PA 18355
Aquatics Manager

- Ensured smooth aquatic operations and supervised aquatics staff.
- Served as Training Manager and Administrative Manager.
- Assisted with hiring, onboarding, and training of 150+ employees.
- Managed attendance and staff scheduling.
- Instructed lifeguard training and acted as a first responder.

Additional points related to improvements and changes:

- Improved labor standards, introducing creative shifts to maximize hours within regular time.
- Revamped SOP paperwork for lifeguards, slide dispatchers, and cleaners.
- Provided Covid-appropriate training for new and existing employees.
- Enhanced productivity through these changes.