

Andrea Novak

HR Generalist, SHRM-CP

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ABOUT ME

SHRM-CP certified HR generalist with seven years supporting 650 employees across two manufacturing plants, covering employee relations, benefits, onboarding and HRIS. Cut first-year turnover from 41% to 26% by rebuilding onboarding for hourly production staff.

WORK EXPERIENCE

HR Generalist

January 2022 - present

Ridgeway Precision Components

- Handle employee relations for 650 employees at two plants, closing 40 to 50 investigations a year.
- Rebuilt hourly onboarding around a 90-day buddy program; first-year turnover fell from 41% to 26%.
- Ran open enrollment for 3 medical plans; moved 70% of staff to online enrollment and halved errors.
- Led the move from spreadsheets to UKG Pro for HR records and PTO, with no payroll errors at go-live.

HR Coordinator

June 2019 - December 2021

Buckeye Regional Health Partners

- Coordinated onboarding for 25 to 35 new hires a month, including background checks, I-9s and license checks.
- Kept I-9 files audit-ready; a 2021 outside audit found no missing forms across 1,100 employee files.

EDUCATION

Ohio University

August 2015 - May 2019

Bachelor of Science in Human Resource Management

SKILLS

Technical Skills: Employee relations investigations, Benefits administration, Onboarding, FMLA and ADA leave, I-9 compliance, UKG Pro, HR policy writing, Microsoft Excel

Soft Skills: Discretion, Conflict resolution, Clear written communication

CERTIFICATES & COURSES

SHRM Certified Professional (SHRM-CP)

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