

# KAYLA ALGER

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BRAUN NW INC

RE: Human Resource Manager

Dear Hiring Manager,

I was motivated to contact you upon learning that Braun Northwest Inc has an opening for a new Human Resource Manager. I feel I would be an ideal candidate for this position as I have 11 years of customer service experience and 9 years of experience working for the State of Washington. During this time, I have gained a working knowledge of government organization, administrative office procedures, human resource related procedures and outstanding customer service skills. As an adaptable, quick-thinking person who is prepared to make swift decisions, I know I can bring the ability to assist in all aspects of this position.

My applicable job experience comes from working at the Washington State Department of Corrections as a Human Resource Consultant providing human resource support in multiple HR disciplines to employees, supervisors, and/or managers of Cedar Creek Corrections Center, the Maple Lane facility, and some Headquarters staff. I interpret and provide clarification of Collective Bargaining Agreement (CBA), Federal Law, Washington Administration Codes (WACs) and Revised Code of Washington (RCWs); DOC, HR and Division/Facility specific personnel policies/procedures; and other pertinent rules, regulations, and policies. While independently responding to inquiries from employees, managers, and members of the public regarding HR-related situations, identifies issues, evaluates options, and makes recommendations for course action. I coordinate, as appropriate, with the DOC recruitment team to identify, plan and conduct recruitments in compliance with DOC policy and procedure while drafting/publishing recruitments onto careers.wa.gov. I assist employees by coordinating FML (Family Medical Leave) and Shared Leave in compliance with applicable laws, policies, and CBAs. Recommends approval/denial for Appointing Authority while ensuring required paperwork is completed, reviewed and tracked. I am responsible for inputting and monitoring personnel actions in HRMS to include new hires, pay adjustments, promotions, and date calculations to ensure conformance with Civil Service Rules, personal policies, and procedures. I also track employees on extended paid leave and leave without pay and process appropriate personnel actions. I initiate and process paperwork necessary to appoint new hires or separate employees. Prepares appointment letters for appointing authority signature. Ensure required written documents are obtained when employees move within or leave the agency. While also ensuring that quarterly HR-related reports are ran and maintained. I have experience using all MS Office programs; Word, Excel, PowerPoint, SharePoint, etc., and other applications/programs to do my job efficiently and accurately. I learn new applications quickly and I work well with a high functioning, fast-paced team, while being a self-directed, self-starter. I have strong communication and interpersonal skills, and I work effectively as part of a team and independently. I have demonstrated in every job position that

I have the ability to resolve issues expeditiously and accurately. I am comfortable and adaptable to a changing work environment and I am consistently looking for ways to improve practices and procedures.

All this experience has given me a comprehensive understanding of human resources. For further details of my qualifications, background, and contributions, please take a moment to review my enclosed resume. I believe that I can successfully be the Human Resource Manager you are seeking and I welcome the opportunity to speak with you soon. Please feel free to contact me by phone or email to arrange a meeting at your convenience and I look forward to hearing from you.

Sincerely,

Kayla Alger