

Katarzyna Czech

Human Resources Generalist - Chicago Board of Election Commissioners

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Ambitious Human Resources generalist with a successful track record of overseeing office operations, especially during busy Election season. Self-starter, always leading the team, not frightened to take the initiative.

Authorized to work in the US for any employer

Work Experience

Human Resources Generalist

Chicago Board of Election Commissioners - Chicago, IL

April 2009 to Present

Responsible for managing Early Voting Program. Hiring and training of temporary staff during Election Season. Managing and assisting with daily operations, supporting management.

- Conducted replacement of outdated paper timekeeping process to an electronic system for all Early Voting Employees to save time, money, and increase accuracy.
- Maintained payroll process for 300+ Early Voting and seasonal election time employees, ensuring changes and updates were approved and entered timely and accurately.
- Developed manuals and handouts for Early Voting and Seasonal Election time employees.
- Completed onboarding and orientation for new hires.
- Controlled and monitored time and attendance of all staff members.
- Provided specialist information and guidance to employees and managers on HR policy, and practice.
- Achieved a 50% reduction in turnover over a three year period through comprehensive recruitment, encouragement, and recognition.
- Managed contractor's costs and ensured that they do not exceed budgets.
- Conducted audits of various human resources functions and facilitate corrective actions.
- Generated employee tracking reports each month.
- Identified and investigated potential problems or complaints and took appropriate, effective, corrective and preventative action.
- Implemented diversity recruitment initiatives.
- Evaluated and updated job postings, guaranteeing a detailed list of role responsibilities, requirements, and qualifications.
- Represented the company at career fairs, vendor meetings, and marketing events.
- Served as the benefits liaison.
- Assisted the ballot department during busy election season, and also worked closely with Hearing Officer during Electoral Board sessions.

Judges of Election Department Clerk

Chicago Board of Election Commissioners - Chicago, IL

October 2008 to March 2009

Recruited and assigned Election Judges to work on Election day during Primary, General, and Municipal Elections.

- Attended outreach events to recruit Election day Judges.
- Processed application in VRXG system, verifying applicants were registered voters.
- Assisted with scheduling classes and picking up Election materials.
- Processed payroll for all individuals.

Education

Associate Degree in Science

Triton College - River Grove, IL
2009

Skills

- ADA (4 years)
- ADP (3 years)
- COBRA (4 years)
- Compensation. (5 years)
- customer service (7 years)
- Human Resource
- Employee Relation
- Hr Assistant
- Hr Generalist
- Bilingual
- Fmla
- Ultipro

Additional Information

Skills

- Ability to work in a high volume environment, work efficiently, great at multitasking.
- Team leader, ability to take matters into own hands, take control, come up with ideas, and implementation.
- Outstanding customer service skills, which include the ability to communicate well with others, act professionally, and be informative.
- Bilingual, fluent in English and Polish
- ADP, CHIPPS, Kronos Workforce Now, CATA, Excel, Outlook, PowerPoint.
- Knowledge of FLSA, FMLA, ADA, EEOC, OSHA, LOA, COBRA, Unemployment, & Worker's Compensation.