


Joyce Harris

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Conway, SC 29526

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Skills

- Reconciliations
- Experienced level of use with Microsoft Office Programs
- South Carolina Notary Public
- Full Cycle Recruiting
- New Hire Processing
- Benefits & Wellness experience
- FMLA and Payroll time tracking
- Performance Appraisal management

Experience

OCT 2022 – PRESENT

Human Resources Generalist / City of Myrtle Beach

Job responsibilities include full cycle recruiting, management of leaves of absence, HRIS administration, and compensation studies.

FEB 2018 – OCT 2022

Human Resources Coordinator II / City of North Myrtle Beach

Job responsibilities include processing job applications, processing new hire paperwork, new hire orientations, processing background checks, assist employees with benefits, managing the wellness program, employee communications, FMLA time tracking, performance appraisal management, and filling in for receptionist as needed.

JUNE 2016 – FEB 2018

Cashier/Accounting Clerk / City of North Myrtle Beach

Job responsibilities include processing payments, answering phones, setting up new accounts, customer service, and balancing cash drawers.

DEC 2015 – JUNE 2016

Staff Accountant / Southern Coast Vacations

Job responsibilities include processing rent payments, processing payroll, accounts payable & accounts receivable for multiple companies, processing commission payments for agents within the real estate company, reconciling accounts, and new hire orientations

Education

SHRM Certified Professional

Bachelor of Science in Accounting / Western Governors University

Master of Business Administration / Western Governors University