

# KERRY FREEL

Lawrence, KS 66046  
(785) 813-5035

[kerryfreel@gmail.com](mailto:kerryfreel@gmail.com)  
[www.linkedin.com/in/kerry-freel](http://www.linkedin.com/in/kerry-freel)

---

---

## Corporate Human Resources Generalist

Summary: Experienced Corporate HR Generalist managing a full spectrum of HR systems, programs, portals, and operations. Daily employee tracking, HR policies maintenance, and was company SME for HRIS. Highly organized multitasker eager to contribute to team success. Skills include:

- ✓ Corporate communications, partnerships, employee & client relations, and charity involvement
- ✓ Benefits Administration and Workers Compensation
- ✓ HRIS & ATS knowledge- Bamboo, QuickBooks, Paycom, iCIMS, Jazz
- ✓ Background Check Platform Systems- CrimShield, Infomart, Backgroundchecks.com
- ✓ Proficient in MS Office Suite (Word, Excel, Outlook), OneDrive, SharePoint, Teams, Adobe Pro, Google Drive, Dropbox, Social Media

### Professional Experience

**Bear Communications, LLC – Lawrence, KS**

**Dec 2020-Present**

**Corporate HR Generalist- Approx. for 100 employees**

- Employee relations, FMLA, benefits and COBRA administration, workers compensation claims, unemployment claims, employment verifications, and performance management.
- Efficiently processed background checks/drug screens on various platforms monthly, and reported analytics, completed data entry, record keeping, electronic filing, and other various tasks daily.
- Managed all employee transactions daily and maintained Paycom HRIS to ensure all employees at up to 12 locations on-boarded, off-boarded, and received accurate compensation.
- Initiated outbound administrative requests by phone and email to accomplish accurate and efficient payroll.
- Established and maintained productive working relationships with staff to resolve operational difficulties and to promote collaborative approach to customer service.
- Coordinated with HR Business Partner to resolve any employee problems, improve operations and provide exceptional customer service.
- Identified and resolved management process issues such as efficiency, communications, and scheduling to implement smoother and more efficient workflows.
- Consulted with HR Business Partner to organize and perform weekly training on HRIS, progressive discipline policies, and career development for new/existing staff.
- Maintained regular contact with location teams and identified opportunities to deliver added value by coordinating relationships.
- Managed and archived quality documentation and participated in internal/external audits.
- Sorted incoming mail and faxes to expedite urgent correspondence for immediate attention.

**Heartland Community Health Center- Lawrence, Ks**

**July 2020-Nov 2020**

**HR Administrator (Contract)- Approx. for 100 employees**

- Efficiently scanned and filed personnel documents, audited I-9s and made them compliant, posted job positions, and other various tasks daily.

- Organized and standardized electronic filing management system making all personnel files available digitally.
- Assisted in implementing new payroll system, data collecting and entry for platform integration.
- Coordinated onboarding, orientation, and training for new hires and for employees from two mergers.
- Analyzed and compared HR policies and employee handbook of merger company with current policies and handbook to be cognizant of changes for merger employees.
- Revised job descriptions across all levels and types, policies and procedures, and SOPs.
- Managed, ordered, and distributed business and appointment cards for employees and three clinic locations.
- Coordinated apparel inventory, ordering, and distribution for approx. 90 employees.
- Daily mail collection and distribution and maintained record of all checks received.
- Recruiting duties included reviewing applications, corresponding with applicants, and phone screening.

**Bear Communications, LLC – Lawrence, KS**

**Oct 2015-Dec 2019**

**Corporate HR Administrative Assistant- Approx. 400-500 employees**

- Efficiently processed 40-50 background checks/drug screens on various platforms monthly, and reported analytics, completed data entry, record keeping, electronic filing, and other various tasks daily.
- Developed standard operating procedures and document workflows for current/future processes for background checks, retention practices, and onboarding procedures.
- Assisted with benefits- open enrollment, qualified life status changes, general questions, and served as backup for benefits inquiries.

**Aerotek**

**May 2014-Oct 2015**

**HR Administrative Assistant (Temp),**

Bear Communications, LLC – Lawrence, KS

Aug 2015-Oct 2015

- Collaborated with HR department to understand requirements and provide exceptional operational support and was tasked with other general office duties.
- Updated and maintained database of existing and new employees in Intuit QuickBooks.

**Administrative Assistant (Temp),**

Nov 2014-Aug 2015

- Performed research to collect, correct and record chargeback data.
- Executed record filing system to improve organization and management of documents and provided multi-departmental administrative support.

**Buyer Assistant (Temp),**

May 2014-Oct 2014

Amarr Entrematics – Lawrence, KS

- Tracked inventory orders and prepared spreadsheets detailing item information.
- Administered project-based data entry assignments within SharePoint database for accurate record-keeping.

**Walmart – Store #5219 Lawrence, KS**

**Jan 2009-May 2015**

**Clearance Associate,**

May 2013-May 2015

- Clearance aisle maintenance and organization, processed price changes, and zoned clearance items by price point to improve appearance and shop-ability.
- Merchandised items from each department that were discontinued, approaching expiration date, or otherwise marked for clearance.

**Claims Supervisor,**

Jan 2009-May 2013

- Collaborated with management to define business requirements for organizational processes, achieved productivity standards and adhered to accuracy standards for exceptional audit ratings.
- Improved quality processes for increased efficiency and effectiveness.
- Completed clerical duties, claims record keeping, and ordering supplies for store.

### **Education**

**Bachelor of Science in Biology**, Baker University, Baldwin City, KS

Minored in Psychology and Sociology

Graduated with honors.

### **Professional Affiliations/ Certifications**

**Vice President of Membership/Finance Committee/Member**-Jayhawk Chapter of Society of Human Resources Management (SHRM)

**SHRM-CP**- February 2021

### **Volunteer Activities**

**Member of Relevate Church**- Prayer Team, Eggapalooza (Annual Community Easter Egg Hunt), Breakfast with Santa (Annual Community Outreach), Movie Night at the Park

**Pick up Volunteer**- Mobile Pantries, Salvation Army, School Lunches during COVID