

Sonja S. Walton, MHRM, TAPM, NNA
155 Fawn Drive North ♦ Hernando, Mississippi 38632
(901) 490-1747
sswalton8@gmail.com

SUMMARY

Administers policies and programs for the recruitment and selection of qualified staff members. Ensures personnel / benefits administration, recruitment, regulatory compliance with local, state and federal laws. Committed to Excellence, Professionalism, Confidentiality, Integrity and HR Policy Compliance. Demonstrates success with major projects in administering benefits and compensation realignment and organizational structure. Well versed in all phases of HIPAA, FLSA, FMLA, ADA, and ADEA. Excellent presentation, communications and leadership skills; develop productive relationships with management, colleagues, and employees throughout organization.

Professional Competencies include:

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|---------------------------------|-----------------------------|
| ♦ Managerial Accounting | ♦ Financial Management |
| ♦ Compensation and Rewards | ♦ Advanced Labor Relations |
| ♦ Benefits Administration | ♦ Collective Bargaining |
| ♦ Leadership and Organizational | ♦ Marketing Management |
| ♦ Managerial Economics | ♦ Conducting Investigations |
| ♦ Strategic Hum Res Mgmt. | |
| ♦ Succession Planning | |

PROFESSIONAL EXPERIENCE

Listed Rule 31 General Civil Mediator

01/2016 to Present

- Trained and experienced in dispute resolution.
- Serve as neutral facilitator to help parties explore their problem, and find new options to resolve the dispute.

MINACT, INC. – Dr. Benjamin L Hooks Job Corps Center • Memphis, TN.

Human Resource Manager/EEO/AAP Coordinator

08/2008 to Present

- Administers policies and programs for the recruitment and selection of qualified staff members. Counsels employees regarding benefits and obligations and enrolls eligible employees in benefit programs. Maintains personnel records for each employee. Coordinates staff training and development.
- Plans and executes policies relative to HR Management functions in conjunction with the Corporate Vice President of Human Resources.
- Interviews and selects potential candidates for employment.
- Serves as the Center's Equal Employment Opportunity Officer.
- Develops and monitors the Center's Affirmative Action Plan and its updates

MINACT, INC. – Finch-Henry Job Corps Center • Batesville, MS.

Human Resource Manager/EEO/AAP Coordinator

09/2003 to 08/2008

- Administers policies and programs for the recruitment and selection of qualified staff members. Counsels employees regarding benefits and obligations and enrolls eligible employees in benefit programs. Maintains personnel records for each employee. Coordinates staff training and development.
- Plans and executes policies relative to HR Management functions in conjunction with the Corporate Vice President of Human Resources.
- Interviews and selects potential candidates for employment.
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Human Resources Specialist

03/1992 to 09/2003

- Acted as an information source on selected established personnel policies and procedures. Explained fringe benefits and responded to inquiries.
- Reviewed and screened applications.
- Maintained employee records regarding insurance, retirement, hiring, etc.
- Administers policies and programs for the recruitment and selection of qualified staff members. Counsels employees regarding benefits and obligations and enrolls eligible employees in benefit programs. Maintains personnel records for each employee. Coordinates staff training and development.
- Plans and executes policies relative to HR Management functions.

EDUCATION / CERTIFICATIONS

Strayer University, Memphis, TN. – **M.B.A. Human Resource Management**

Belhaven University, Jackson, MS – **B.B.A. Human Resource Management**

Northwest MS Community College, Senatobia, MS – **A.A.S Information Technology/Business Mgmt.**

University of Memphis – **Certificate in SHRM Learning System**

MINACT, INC., Management Development Institute – **Certificate in Ethics Training**

United States Army Reserve – **Certificate for Pre-Deployment DET 23**

United States Department of Labor – **2003 – 2012 – National Equal Opportunity**

NW MS SHRM –Certification of Training

MEMBERSHIPS / ASSOCIATIONS

General Member of Mediate.com

Tennessee Association of Professional Mediators

Past Volunteer – SHRM-Memphis Board of Directors

Society of Human Resource Management (SHRM)

Commissioned Notary Public (TN &MS) - National Notary Association

Alpha Kappa Alpha Sorority, Inc.

Strayer University Alumni