



Karen
Burk

Human Resources Generalist



309-502-1585



burkkarend@gmail.com



Colona, Illinois

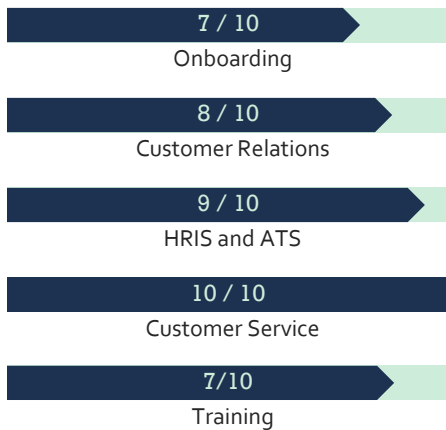


www.linkedin.com/in/karen-burk-012354184

ABOUT ME

I am an accomplished strategist who is organized and driven, looking for the next opportunity to grow my career and mindful of prospect companies for which my employment would be mutually beneficial.

SKILLS



EDUCATION

Bachelor's: Human Resource Management
Western Illinois University
2017 - 2019

EXPERIENCE

Human Resources Generalist

Smithfield Foods / Monmouth, IL / January 2021 - Present

- Facilitate data entry, maintenance, and analytics through SAP Human Resources Information System (HRIS) and STAMP Attendance Tracking System (ATS).
- Lead Orientation for employees, explaining policies and procedures.
- Lead the Employee Relations and Diversity Committee (ERDC), as the director, to host events for different holidays, promoting employee engagement, and celebrating different cultures.
- Manage comprehensive employee benefit packages that include 401k, pension, Flexible Spending Accounts (FSA), Medical, Dental, Vision, AD&D, Life Insurance, Critical Illness, Accident, and Identity theft.

HRIS / Training Specialist

Kea. / United States / April 2020 - December 2020

- Conducted live interviews and screening evaluations.
- Facilitated the onboarding and Orientation of new hires to ensure they understand the company policies.
- Assisted new hires with Benefits information, scheduling, and answering questions.
- Drove modernization by improving document tracking, secure process management, and record keeping.

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EXPERIENCE

Human Resources Recruiter

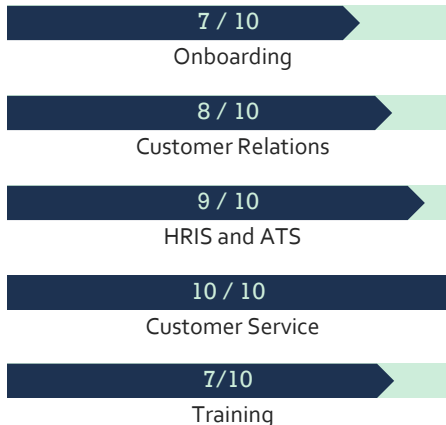
Rhythm City Casino Resort / Davenport, IA / May 2019 – November 2020

- Supported the revision and advancement of department policies and attendance validation through Human Resources Information System (HRIS) tools.
- Created, posted, and updated job posting daily, maintaining the accuracy of job descriptions while working closely with job listing advertisers.
- Assisted with Benefits (401k, PTO, & health plans) and facilitated all on-site interviews with management for potential new hires.
- Maintained strong technical sourcing techniques and stayed current with recruitment compliance best practices.

Human Resources Intern

Stratawise / Remote / May 2018 – May 2019

- Performed HR management through HRIS for applicant tracking, reviewing resumes, background checks, I-9 verifications, reference checks, and other confidential employee information.
- Assisted in technical recruiting by identifying leads and closing on candidates that have the requirements to fulfill technical positions that require specific qualifications.
- Onboarded and oriented new employees by communication schedule, pay, tax withholdings, and benefits.



EDUCATION

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