

## ANDREA EVANS, CPS

ANDREA@GRIFFIN-RESOURCES.COM • 813-919-8826



Detailed oriented professional with 10+ years of experience and a practical understanding and expertise of the industry capable of performing Human Resources related tasks at the highest level. Focused on maximizing resource utilization and enhancing performance with forward-thinking approaches. Strategic planner with strong communication and analytical skills who pays attention to detail.

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**PROFESSIONAL EXPERIENCE**


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***Fractional Certified Payroll Specialist*****January 2020 - Current**

Griffin Resources LLC

Tampa, FL

Griffin Resources provides the following areas of support for companies based on size, budget, and needs:

- Process Change - HR/Payroll and benefit administration systems, background check, analytic dashboard, onboarding, and offboarding processes; talent recruitment: applicant tracking, process assistance, recruitment of talent
- Analytics - provide accurate analytics and dashboards personalized to your organization for turnover, headcount, departmental controls, recruitment efforts, revenue per head, and skill gap analysis
- Organizational Development - skill gap analysis, hiring analysis, confidential feedback, training programs, and performance management
- Advice and Support - recruiting and staffing, onboarding process, training and development, employee relation issues, labor law compliance, analyzing of employment data, workers compensation claims, FMLA claim processing, and monitoring
- HR Training - Train new and advancing HR talent on process changes, benefit understanding, best practices, talent management, and basic knowledge of employment law
- Interim and Additional Talent - mergers and acquisitions, interim talent, open enrollment assistance, employment relation issues, terminations, layoffs, and voluntary audits
- Audits and Compliance - form I9, handbook, FLSA, section 125 benefits, OSHA 300A, ACA compliance and 1095 & 1094 forms, EEOC-1 reporting

***Human Resources Manager*****January 2018 – November 2019**

RK4 LLC

Lutz, FL

- Successfully designed, implemented, and led organizational change management to align staff with new HRIS systems, vision, and policy changes.
- Advised managers on organizational policy and procedures matters such as performance management, equal employment opportunity and labor relations, provided recommendation of needed changes.
- Planned and conducted new employee orientation, monthly all staff, implemented new rewards and recognition programs to foster positive attitude toward organizational objectives.
- Worked with various managers to identify staff vacancies, recruit, interview and select applicants by generating pipeline of applicants.
- Maintained records and compile statistical and state required reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism rates, and retention.

***Director of Human Resources*****March 2015 – December 2017**

PHP Employment Services

Lutz, FL

- Provided substantive input with corporate leadership to the final design for operations conversion to HRIS Sales Forces application for payroll, employee self-service, open enrollment and increase information available for state required reports.
- Worked closely with the operations team on the development of new policies and procedures which maximized efficiency and productivity.
- Payroll management for 250+ employees, created and analyzed payroll trends, and reports as needed.
- Planned, directed, supervised, and coordinated work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Structured compensation and benefits according to market conditions and budget demands.

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***Director of Business Development*****February 2013 – March 2015**

S&amp;F Tampa LLC.

Lutz, FL

- Analyzed admissions trends and reports and enacted recommendations to improve conversion rates by 18%.
- Challenged to establish and lead the admissions and marketing team of 4 to meet a monthly admissions census alongside management and oversight of marketing, sales, brand management, social media, and physician recruiting.
- Lead Facilitator for implementing and presenting strategic initiatives for the facility to create a healthier employee morale and company culture.

***Admissions Coordinator*****June 2012 – February 2013**

S&amp;F Tampa LLC.

Lutz, FL

- Processed all new referrals, including determination of patients clinical and financial eligibility based on federal and state laws (including Medicare/Medicaid qualification).
- Worked with referral sources, provided facility tours to potential patients and families to ensure efficient admissions process.
- Collaborated and created communication tools between various departments, new admissions tracking tools and increased response time to hospital referral sources.
- Built and maintained positive relationships with referral sources and vendors.

***Administrative Assistant*****January 2010 – May 2014**

Florida Hospital Tampa

Tampa, FL

- Answered telephones and provide information to callers, take messages, or transfer calls to appropriate individuals and processed payroll for multiple departments.
- Set up and maintained paper and electronic filing systems for records, correspondence, and other material.
- Software super user trained new employees on the medical billing software (Lawson) and data entry software (Cerner).
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.

***Inpatient Care Coordinator*****February 2008 – January 2010**

University Community Hospital

Tampa, FL

- Review documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due.
- Ensured insurance authorizations were placed in the proper systems for hospital billing and verify accuracy of billing data and revise any errors.
- Answer mail or telephone inquiries regarding insurance authorization and provide clinical information from hospital notes to extend authorization for hospital stay.

**EDUCATION**

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***Jack Welch Management Institute, Stayer University***

2018

Master of Science Business Administration

***University of Phoenix***

2009

Bachelor of Science Business Administration

***Certified Payroll Specialist***

National Association of Certified Public Bookkeepers

**SKILLS**

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Microsoft Office: Outlook, Word, PowerPoint, Excel, SharePoint • ADP • Paychex • Paylocity • PRG • Liazon • Navigator •