

Rosemary A. Heinrich

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- OBJECTIVE** A challenging position with a quality organization offering opportunities for professional development where as a team member I can contribute to the company's growth.
- EXPERIENCE** Clifton Gunderson LLP (acquired Nykiel Carlin in November, 2006) 1994 - present
Nykiel, Carlin & Co., Ltd. (CPA firm)
HR Group Services, Administrator
- Internal and External Recruiting
 - Campus recruiting and internship coordination – prepare literature, coordinate job fairs and interviewing
 - Experienced Professionals (Exempt & Non-exempt) - compose and post recruiting ads, phone interviews, and coordinate office interview process
 - Client interaction recruiting (executive searches for our clients)
 - Predictive Index (survey used in candidate selection process)
 - New employee orientation and benefits administration
 - Employee Relations
 - Administer Employer benefit programs
 - Analyze contracts yearly with benefit vendors and recommend plans to provide maximum benefits at lowest costs
 - Maintain personnel files
 - Communicate and interpret policies and procedures to all employees
 - Training/Development
 - Facilitate performance evaluation process
 - Facilitate Employee Mentoring Program
 - Coordinate Continuing Professional Education (CPE)
 - Office Administration
 - Coordinate and monitor scheduling of professional accounting staff
 - Research and recommend purchase, lease, or rental of necessary office equipment; negotiate contracts with vendors
 - Negotiate liability insurance renewal
 - Negotiate office renewal lease for approval by managing partner
 - Supervise office buildouts, including selection, purchase and coordination of office furniture and accessories
 - Organize record retention programs, including retention schedules and outside storage contract
 - Supervision
 - Oversee and supervise administrative staff projects: tax return assembly, financial statement procedures; regional and local office training
- SKILLS** Microsoft Word, Excel, Outlook, ProStaff (Scheduling Software), Required (CPE Tracking Software), Predictive Index Survey
- EDUCATION** Currently enrolled at Northern Illinois University for PHR certification
Predictive Index Certified Analyst
- PROFESSIONAL ASSOCIATIONS** Member of SHRM
Association of Accounting Administration, Illinois Chapter
 - Past President and Vice-President