

# GENE A. SLUDGE

228 Townsend Drive □ Montgomery, AL 36117 □ (334) 318-9548 □ genesludge@gmail.com

Highly motivated individual with a proven ability to learn, retain, and apply new HR information quickly, with solid academic and employment achievements. Excellent analytical, organizational, problem solving, written and oral communication skills. Proven leadership capability in both professional and academic settings.

## EDUCATION

Jacksonville State University	M. A., Public Administration, 2018	Jacksonville, AL
Ohio Wesleyan University	B. A., Religion, 2013	Delaware, OH

## PROFESSIONAL EXPERIENCE

08/24-present	<b>Parking Management Company</b> LEAD SUPERVISOR ♦ Managing and directing traffic flow, coordinating with valet attendants to ensure timely and safe parking and retrieval of vehicles ♦ Regularly inspecting and documenting the condition of vehicles to ensure they are returned to customers in the same state they were received ♦ Developing trainings, guidance, and motivation to valet attendants to ensure high performance and adherence to company standards ♦ Coordinates scheduling in relation to event registrations and implement risk mitigation strategies to handle peak times and special events effectively ♦ Monitoring and adjust staffing levels to meet operational needs and ensure efficient service	<b>Montgomery, AL</b>
2/20-present	<b>Auburn University Human Resources Department</b> ONBOARDING SPECIALIST ♦ Initiating onboarding events for faculty hires ♦ Scheduling full-time benefits eligible employees for NEO ♦ Assisting with employee ID cards and temporary parking passes ♦ Analyzing and recording employees in the new hire spreadsheet ♦ Managing online onboarding appointments and via phone onto the onboarding calendar ♦ Coordinating with HR liaisons across campus and off campus to effective process I-9s and new hire paperwork accurately and efficiently ♦ Designating nearby locations for reciprocal I-9s for new hires to complete section 2 of their I-9 verification ♦ Processing foreign national hires with the correct documents while adhering to tax compliance office guidelines and procedures ♦ Facilitating new employee orientation (NEO) for new employees on a weekly basis ♦ Updating new hires personal information in banner database	<b>Auburn, AL</b>
1/16-1/20	<b>Quik Pawn Shop</b> LOAN OFFICER ♦ Collaborated with the management team to develop and plan sales and marketing efforts to maximize store's profitability ♦ Wrote and processed collateral loans, audit inventory, and analyze statistical data ♦ Controlled expenses and build a diverse customer base ♦ Researched market pricing or value for all sellable and pledged items ♦ Adhered to all regulatory compliance as identified by State and Federal laws ♦ Conducted and performed NICS federal background checks for consumers buying firearms ♦ Delivered superior customer service by effectively communicating, influencing, and interacting with all types of customers, vendors and co-workers via face-to-face interactions, emails, and telephone calls	<b>Montgomery, AL</b>
1/18-6/18	<b>Auburn University Athletics Human Resources Department</b> HUMAN RESOURCES INTERN	<b>Auburn, AL</b>

- ◆ Provided quality *HR* compliance and administrative support regarding the new hire process
- ◆ Assisted managers in determining appropriated compensation for new hires based on experience, education, and the AU Pay Evaluator
- ◆ Assisted in the department's annual policy review and revision process
- ◆ Collaborated on various projects to gain a wide variety of HR exposure
- ◆ Developed communication plans for departmental training
- ◆ Designed and implemented content training for the department's new employee engagement platform

**8/14-1/16**      **Montgomery Advertiser Media Group/Gannett Company**      **Montgomery, AL**  
ACCOUNT EXECUTIVE

- ◆ Created detailed business plans to facilitate the attainment of goals and quotas
- ◆ Managed the entire sales cycle from finding a client to securing a deal
- ◆ Made cold calls daily to find leads and grow business
- ◆ Typed, edited, and approved all print material i.e. articles, obituaries, and classified ads
- ◆ Designed display ads and processed payment for Bulletin Board customers
- ◆ Provided customers with exceptional customer service while meeting weekly deadlines

**08/13-8/14**      **Boys & Girls Club of Columbus**      **Columbus, OH**  
PROGRAM & DEVELOPMENT ASSISTANT

- ◆ Recruited, interviewed, and provided orientation programs for new volunteers/groups
- ◆ Identified and coordinated temporary employment services to fill positions as necessary
- ◆ Supervised students from ages k-6<sup>th</sup> grade, junior high and high school students
- ◆ Served as liaison with support agencies, planned and promoted fund-raising and special events
- ◆ Maintained databases to ensure efficiency and accuracy
- ◆ Conducted research and prepared reports with prospective donor biographical and financial information

**9/09-6/13**      **Beeghly Library, Ohio Wesleyan University**      **Delaware, OH**  
ADMINISTRATIVE ASSISTANT

- ◆ Assisted faculty, staff, and students with all library services
- ◆ Prepared library orders for state-wide borrowing program
- ◆ Entered and updated customers records and accounts
- ◆ Assisted with mechanical operations of library equipment
- ◆ Provided reader advisory, bibliographic instruction and database searching
- ◆ Maintained billing database and processed collections
- ◆ Trained newly hired student assistants

### **CAMPUS LEADERSHIP & INVOLVEMENT**

**8/09-5/13**      **Student Union on Black Awareness**      *President (2010-2012)*

- ◆ Communicated with university administration on political/social issues that concerned the minority student community
- ◆ Developed and reviewed budget proposals and fundraisers
- ◆ Contacted and negotiated with agents of major artists to secure event participation

### **HONORS AND AWARDS**

- ◆ Ohio Wesleyan Diversity and Scholarship (\$80,000)
- ◆ The William Randolph Hearst Endowed Scholarship Fund (\$10,000)
- ◆ Pete and Barbara Smith Outstanding Student Leadership Award
- ◆ Dean's Lists

### **Working Skills**

- ◆ Microsoft Programs
- ◆ KRONOS/Canvas/ Salesforce/Banner/ HRIS/HCM/PeopleAdmin
- ◆ Social Media Outlets (Facebook, Instagram, Twitter, YouTube, Vimeo, TikTok and etc)