

Stormy Neal Mongiello, PHR

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Office Manager and Accountant

American Revolutionary War Living History Center - Grover, NC

October 2012 to Present

- Strategic planning with the Executive Director on the utilization of human capital assets and tangible assets.
- Coordinate volunteers, schedule and promote events.
- Perform all Human Resources transaction and development functions, including hiring, on boarding, employee relations and scheduling.
- Payroll/Accounting functions that include contractor relations, a myriad of state/federal employment, occupancy and sales taxes with all accounting functions utilizing Quickbooks. Other duties include purchasing supplies, guest and community relations for visitors to the center. Controller for all ledgers and accounts.

Human Resources Generalist

Shaw Power Technologies - Cliffside, NC Jobsite

May 2008 until project completed September 2012

- Process a large volume of employee transactions such as insurance enrollment, direct deposit, tax changes, address changes, rate/classification changes, and terminations at 1.8 billion dollar project.
- Research and answer Unemployment Claims and attend legal hearings on behalf of company.
- Oversee Family Medical Leave, with documentation, tracking and return to work procedures.
- Working within Employee Relations, utilize this knowledge to evaluate problems and resolve issues applying applicable laws and company policies. Through in tracking and follow up, not letting things slip by.
- Supported our corporate Human Resources in completion of internal audits of living allowance, and dependent eligibility programs, E-Verified all craft and staff employees at this large project.
- Coordinated benefits open enrollment for 1,800 craft workers onsite; including information sessions and arranging computer access times. Control and handle all 1,800 employee records.
- Created streamlined process for mass layoffs, including developing training aids that were adopted by peers for use at all Shaw Construction sites, worldwide. Well known for creative solutions to massive challenges.
- Use JWalk/JD Edwards, Shawnet (internal systems), benefit portals, MS Office applications and other software to accomplish HR team goals.
- Created and manage turnover and tracking reports in support of site management.
- Completed on boarding and New Hire processing after transfer of recruiting staff to other projects.

Human Resources and Strategic Marketing

Laurel Placement – Houston, TX – New York, NY

March 2004 to May 2008

- Executed day-to-day Human Resources functions including but not limited to interviewing, hiring, payroll, answer employee requests and assisting the HR manager. This included traveling to client's homes, recruiting and staffing for Fortune 500 households.
- Working with major food companies representing them at large scale events and conventions. Assist with staffing and product presentations. A recent major undertaking was reviewing and rewriting the employee and safety manuals to bring them up to date with policy changes.
- Traveled and coordinated start up HR functions with many clients in New York, Texas, Tokyo, South Korea, etc. as part of trade missions and working with clients to grow business overseas.

Benefits and Accounting Administrator

Wade Electric - Jackson, TN

May 2004 to March 2006

- Scope of work included job-cost Payroll, reviewed subcontractor hours, prevailing and state wage charts.

- Manage all Accounts Payable using Timberline accounting software (now Sage 300). Tax payments for federal employment taxes, unemployment and administered garnishments.
- Administered medical, life, disability, 401k and other fringe benefit programs. Enroll and make changes to employee insurance as needed. Enrolled employees into Apprentice program and completing documentation for the Department of Labor. Other tasks include producing Letters of Transmittal, Job Bids, Purchase Orders and Pre-Qualification statements.
- A special project that I completed was a full redesign, update and transformation of the company website making the site more usable and adding information for prospective General Contractors.

Administrative Assistant

Williams Steel - Jackson, TN

May 2001 to March 2004

- Answered 10-line phone system, conducted community relations, handled mail distribution.
- Used word processing and spreadsheets to create various documents.
- In this position a few special projects that completed were typing and editing the company history. Improved a procedure for logging incoming blueprints by putting them on a spreadsheet that made it easy to sort them by job number, date or project manager.
- Processed both package, and less than load shipments. Reduced packaging costs for blueprints by 50%.

Client Services Representative

Spherion (formerly Interim Personnel) - Jackson, TN

February 1998 to May 2001

- Made appointments, processed applications by checking references, interviewing, testing and made hiring decisions based on company needs and employee qualifications as part of the recruitment process.
- After hiring new employees, facilitated orientation and on-boarding covering company policies safety and client specifications. Added to communication skills and was able to accomplish goals of providing quality employees to our selective clients. Appeared on WBBJ TV7 representing Spherion at the Jackson State Job Fair increasing our traffic and promoting a positive image to our company.

EDUCATION

Business Administration/Management (BA)

Western International University - Phoenix, AZ, January 2009 to December 2013 (completing last five classes in 2013)

US Navy - Boot Camp, Jet Engine Repair "A" School, Advanced Aircraft Engine Repair "C" School

COMPUTER SKILLS

Peoplesoft, Timberline, JDEdwards, Quickbooks, ADP Onboarding and e-verify, Microsoft Excel, Microsoft Powerpoint, Microsoft Word, Microsoft Access, and Microsoft Outlook

GROUPS and CERTIFICATION

SHRM and HRCI, PHR Certification, Member since August 2006

MILITARY SERVICE

US Navy, October 1989 to November 1993

- Jet Engine/Helicopter Repair, Honorable Discharge, temporary assignments also included working in the Barracks Admin office compiling reports of trouble calls for the entire Naval Air Station.
- Additional experiences in the maintenance control office of a helicopter squadron; tracking flight hours ordering parts and scheduling maintenance for up to 12 aircraft; nominated for Sailor of the Month.
- Commendations: Battle E Award, Good Conduct, National Defense Medal, Cold War Certificate.