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802.338.0580

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Skills

- SHRM CP certification
- Onboarding specialist
- HRIS management
- Policy development
- Employee benefits administration
- Conflict resolution
- Talent acquisition
- QuickBooks proficiency
- Knowledge management
- Relationship management

Education

02/2024
SHRM Certified Professional: **Society For Human Resources Management**

01/2009
Professional Certificate In Leadership & Management: **University Of Vermont**

01/2007
Fundamentals In Accounting: **University Of Vermont**

01/2000
BA:
English and Environmental Studies
University Of Vermont

Certifications

SHRM CP Certification, 04/01/24

Manon Francine Pudvah

Professional Summary

Dynamic HR professional with SHRM CP certification and expertise in HRIS management, demonstrated at Vermont Land Trust. Proven track record in policy development and employee benefits administration, enhancing compliance and operational efficiency. Skilled in conflict resolution and talent acquisition, fostering strong relationships to drive organizational success.

Experience

BizOps.Solutions - Independent HR Consultant
05/2025 - Current

- Executed workforce planning, development, legal compliance, and record-keeping for multiple organizations to ensure cohesive HR practices.
- Coordinated administration of employee benefits and maintained accurate personnel records to support employee satisfaction and retention.
- Monitor employment laws and practices to uphold organizational standards and compliance.
- Acted as primary contact for state and federal agencies, maintained compliance with labor regulations and safeguarded organizational integrity.
- Develop handbooks and enforced policies for accuracy and compliance.
- Maintain and migrate employee information across various HRIS systems, including Gusto, Paycom, and ADP.
- Perform bookkeeping and ledger reconciliation using QuickBooks.

Vermont Land Trust - Human Resources Administrator
03/2024 - 09/2025

- Coordinated recruitment and onboarding activities for new employees.
- Administered employee benefits, including insurance plans and maintenance of personnel records.
- Planned and executed annual open enrollment activities for employees.
- Implemented workforce planning, legal compliance, and employee relations systems to enhance operational effectiveness.
- Migrated HRIS systems from Paycom to Ease now Employee Navigator, improving data management and user experience.
- Managed relationships with service providers for timely enrollments, terminations, and accurate billing.
- Collaborated with finance team to oversee leave administration and payroll functions.
- Updated organizational handbook and established policies to ensure compliance and maintain accuracy across HR practices.

Goddard College - Human Resources Administrator
04/2021 - 06/2024

- Managed benefit enrollment process for staff and faculty, coordinating activities for successful annual open enrollment.
- Acted as liaison with 10 benefit providers to facilitate timely enrollments, terminations, and billing accuracy.
- Collaborated with HR and business office to ensure timely and accurate processing of bi-weekly employee compensation.
- Served as primary college contact for state and federal agencies to maintain compliance with employment laws.
- Maintained mandatory employee training in LMS, generating compliance reports.
- Resolved system errors by coordinating with HRIS representatives, ensuring timely submission of necessary forms.
- Assisted in labor and management negotiations for ratifying bargaining agreements.
- Led COVID-19 procedures for staff return to workplace, including contact tracing on campus.

National Life Group - Organization Learning Coordinator
01/2019 - 07/2020

- Organized delivery of multiple full training programs for onboarding and skill building.
- Collaborated on curriculum planning to develop innovative learning solutions across the enterprise.
- Supported learning and development team to enhance training effectiveness in fast-paced operational unit.
- Facilitated team meetings and training sessions across departments with four instructors.
- Managed course rosters and resources while providing technical assistance to ensure smooth training delivery.
- Scheduled weekly mentor and manager meetings with learners during 3- to 6-week courses.
- Rapidly reviewed and curated content for online courses due to COVID-19 changes.
- Reviewed and formatted documentation for 250 training documents in iDiscover.

The Vermont Wine Merchants Company - Business Manager
09/2005 - 03/2015

- Administered accounting operations for $10 million wine wholesale operation through accurate cash flow analysis and sales reporting.
- Managed payroll and benefits administration for approximately 30 employees over a decade in Paycom and ADP.
- Managed accounts receivable and payable for several hundred vendors, ensuring timely payments and accuracy.
- Executed daily accounting transactions and reconciled ledgers in QuickBooks, maintaining financial integrity.
- Handled recruitment and talent acquisition processes to build strong teams.
- Processed bi-weekly payroll, commissions, and benefits for employees efficiently.
- Cultivated and maintained relationships with new and existing customers statewide, enhancing customer loyalty and satisfaction.

- Implemented loss prevention strategies that saved thousands annually, including inventory tracking and cash flow budgeting tools.