

REBECCA CLITES, CPP

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SUMMARY

Strong leader of multiple Human Resources, Payroll, Time, Benefits, Recruiting and Onboarding system and process improvements. Resourceful, accountable and enthusiastic team-driven innovator with work and life experiences designed for success.

PROFESSIONAL HISTORY

AUG 2017 – PRESENT

Human Resources & Payroll Consultant, SELF-EMPLOYED, REDONDO BEACH, CA

Project Manager for prior employers Prospect Mortgage, LLC and HomeBridge Financial Services as well as California Pizza Kitchen.

- Researched and presented solution for reconciliation of unclaimed property (payroll checks)
- Prepared and filed 2017 Affordable Care Act 1095-C's and 1094-C for Prospect; ensured timely and accurate reporting; reconciled feedback from IRS
- Partnered with teams from Prospect and HomeBridge and ensured all employee data was buttoned up and ready for year end
- Orchestrated 12-week implementation of ADP Vantage Human Resources, Benefits, Payroll and Time for all 2,800 US employees in over 240 locations.
- Strategized with consolidated company and integrated all crucial and many non-crucial functionalities
- Reconciled all Prospect employee personal, job and YTD data – engaged personnel to do the same for each of the Human Resources and Payroll functional areas
- Documented all project plan information in one centralized location for easy access
- Met Go Live date October 2017

FEB 2012 – AUG 2017

Divisional VP HRIS, HOMEBRIDGE FINANCIAL SERVICES, INC, SHERMAN OAKS, CA

HomeBridge Financial Services, Inc., a mortgage lending company with corporate offices in New Jersey, acquired Prospect Mortgage, LLC February 2017. HomeBridge retained over 97% of Prospect employees. The combined company consisted of 2,800 employees located in over 240 locations in over 45 US states.

- At HomeBridge, partnered with new company Management, from HR, IT, Sales, Marketing, Operations and Finance as well as potential new vendors, strategized on what would be the new Human Capital Management system
- At Prospect, managed UltiPro implementation while leading a 7-person HRIS team
- Continued quest for a paperless-as-possible department
- Developed data audit reports run ad hoc as well as automatically (20 reports ran daily, weekly or monthly). As a result errors disappeared
- Reduced Payroll, Time, HR, Benefits and Onboarding vendor processing costs by \$100k per year as a result of the UltiPro conversion

- Reduced HRIS staff by 28% as a result of the UltiPro conversion
- Designed Supplemental Pay Overtime recalculation accepted by DOL and used by vendor
- Managed OC Tanner Total Rewards project. In 5 months, reduced employee rewards costs by 50%

JUL 2004 – FEB 2012

Human Resources & Payroll Consultant, SELF-EMPLOYED, REDONDO BEACH, CA

HR and Payroll implementation Project Manager for three different companies: Prospect Mortgage, LLC, a mortgage lending company with 1,600 employees in over 200 offices throughout the US, Activision Blizzard, a gaming company in Santa Monica, CA and THQ, Inc, a gaming company headquartered in Agoura Hills, CA with 2,500 global employees.

- At **Prospect Mortgage, LLC** eliminated redundancies and automated the interfaces so they ran every night – employees stopped complaining about incorrect checks within one pay period
- Established an audit process to ensure data migrated correctly which immediately resulted in an increase of over \$500k in employee deductions
- Created and implemented the electronic Personnel Action Request (ePAR) form – saved the company over 4 hours of processing time each week
- At **Activision Blizzard** converted 8,000 worldwide employees from one Oracle HR version to another (9 vs 11)
- Connected two time and attendance systems, WorkForce Software and Kronos – both were part of the new Oracle interfaces
- Replaced existing HR to Payroll interfaces with more concise data flow – untangled a web of many heartaches
- Established audit processes for each of the data connectors
- Met aggressive two-month timeline
- At **THQ, Inc.** converted 2,000 US employees from ADP PCPW to SAP HR – maintained ADP PCPW as the payroll processor for US employees
- Partnered with SAP programmer and THQ Management to configure all HR fields and Time rules for the US and Canada
- Influenced THQ Management to reduce external SAP HR consultants from 9 to 1
- Developed testing scripts and managed results allowing THQ to go about their day to day
- Established processes for HR which in turn created a new HRIS role
- Created training materials and managed all training for all new processes relating to HR and Payroll, including Time with ADP PCPW and SAP in the US and Canada
- Designed and implemented Cornerstone Performance Management – created multiple review and check-in processes

EDUCATION & CERTIFICATION

BACHELOR OF BUSINESS ADMINISTRATION, UNIVERSITY OF HOUSTON

Houston, TX; Business / Marketing; Editor of Marketing newsletter

CERTIFIED PAYROLL PROFESSIONAL

Continued education courses in Human Resources, Payroll and Project Management