

REBECCA WILLIAMS, MBA, SHRM- SCP

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PROFESSIONAL SUMMARY

Seasoned Human Resources Director with extensive experience overseeing HR functions for diverse organizations. Currently managing HR operations for over 150 employees across 9 locations at Palmetto Retina Center, where I am responsible for all aspects of HR including recruitment, benefits administration, payroll, performance management, and employee relations. Proven track record in developing and implementing HR strategies that align with organizational goals and enhance employee satisfaction. Adept at creating and enforcing HR policies to ensure legal compliance and promote a positive work environment. Expertise in leveraging HRIS systems to streamline processes and improve efficiency. Recognized for strong leadership, effective communication, and the ability to foster a culture of engagement and continuous improvement.

PROFESSIONAL EXPERIENCE

Human Resources Director

Palmetto Retina Center

West Columbia, SC

04/2024- Present

- Sole HR professional responsible for managing all HR functions for over 150 employees across 9 locations in South Carolina and Georgia.
- Developed and executed comprehensive HR strategies to support organizational goals and enhance employee satisfaction.
- Led recruitment, onboarding, and talent management processes to ensure alignment with company needs.
- Administered employee benefits, payroll, performance evaluations, and conflict resolution.
- Implemented HR policies and programs to promote a positive work environment and compliance with federal and state regulations.
- Managed employee relations, addressing concerns and fostering a culture of open communication and engagement.

- Conducted training and development programs to support employee growth and adherence to best practices.
- Utilized HRIS systems to streamline HR processes and improve operational efficiency.

Adjunct Professor

The Citadel Military College

Charleston, SC

08/2024- Present

- Adjunct professor teaching Human Resources Management courses at the Tommy and Victoria Baker School of Business

Human Resources Manager

Consultants in Gastroenterology and The South Carolina Endoscopy Centers

West Columbia, SC

03/2022 – 03/2024

- Coordinated HR activities for over 152 employees across four locations, including recruitment, HRIS and payroll system implementation, benefits management, payroll, leave administration, employee relations, and onboarding.
- Developed a performance-based incentive program and compensation strategy based on market research.
- Provided guidance and feedback to managers, CEO, and board of directors using performance management tools.
- Created and implemented an employee handbook; ensured legal compliance with local, state, and federal laws.

Human Resources Manager II

Midlands Technical College

Columbia, SC

04/2019 – 03/2022

- Managed leave administration (workers' comp, FMLA, medical accommodations) and benefits administration (health, retirement, supplemental retirement plans) for over 950 employees across 5 locations.

- Administered payroll and planned employee wellness events, including benefits fairs, employee appreciation events, open enrollment, health screenings, flu shots, and retirement ceremonies.
- Led the transition from paper to electronic files; managed special projects for HRIS system and data software development.
- Supervised the benefits team to ensure compliance with company policy and legal requirements.

Benefits Counselor II

SC Department of Health and Environmental Control

Columbia, SC

07/2018 – 04/2019

- Processed benefits enrollment, changes, and terminations for over 5,000 employees statewide.
- Ensured accurate documentation for all benefits transactions, managed online platform for benefits transactions and reports.
- Provided counseling and training to employees and HR liaisons on benefits policies and regulations.

Benefits Manager I

SC Department of Public Safety

Columbia, SC

05/2017 – 07/2018

- Promoted from Benefits Counselor I to Benefits Manager I within one year; administered benefits for over 1,300 employees.
- Conducted new hire orientations and facilitated state policy compliance; managed E-Verify and employee personnel files.
- Utilized HRIS system for benefits administration and developed employee retention and wellness programs.

EDUCATION

Master of Business Administration (MBA)

The Citadel

Charleston, SC

12/2023

- GPA: 3.8

Bachelor of Psychology, Minor: Counseling

University of South Carolina

Columbia, SC

05/2015

- Dean's List: 2013, 2014, 2015

Associate of Arts and Science

Midlands Technical College

Columbia, SC

12/2012

- GPA: 3.18

CERTIFICATIONS

- Society of Human Resource Management – Senior Certified Professional (05/2024)
 - Employee Relations Law Certification, Ogletree Deakins Law Firm (12/2020)
 - FMLA Master Class Certification, McNair Law Firm (10/2019)
 - Veterans at Work Certification, SHRM (05/2023)
 - Employing Abilities at Work Certification, SHRM (05/2023)
 - Getting Talent Back to Work Certification, SHRM (05/2023)
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