**Viola E. (Betsy) Hardy**

**vaehardy@outlook.com**

**404-538-8576**

**Summary**

Human Resources Management - 15 years (10 as director), PHR, employee relations, training, communications, benefits

Administrative Support (business and education), budgets, spreadsheet, word processing, publishing and Peoplesoft

Toastmaster – ATM Silver, former Area Governor

Specialties: Media Services as voice talent, writer, digital and print ad placement; former on-air talent, radio anchor, writer

**Experience**

**Georgia Perimeter College,** August 2010 - Present

**Admin. Asst. Mktg/PR; formerly, Customer Svc & Math, Comp. Science & Engineering Chair & Dept (Dunwoody)**

Currently, administrative and event coordinator in Public Relations and Marketing Communications

Coordinate college-wide events

Coordinate, schedule and post Social Media

Create, write, support and supplement articles and features

Provide confidential administrative support for staff

Manage budget tracking, invoicing and billing while preparing reports and financial data

Manage and schedule departmental events, meetings, appointments and travel arrangements

Perform office functions including producing correspondence, presentations, spreadsheets and reports

Assign, monitor and evaluate work of student worker

 Previously, administrative support in Customer Service and Math, Computer Science and Engineering Department

Processed procurements, ordered and maintained supplies

Planned and organized events and projects

Assisted with SACS certification records maintenance

Created picture brochure (all writing, editing and lay-out) for Math, Science and Engineering Department

Designed and edited website, coordinated events and administratively assisted in Customer Service

**Airserv Corporation,** February 2009 - November 2009

**Human Res. Special Projects**

 Facilitated college recruitment and hiring, hiring administration, confidential records maintenance

Edited and produced first “Airserv Informer” newsletter

**United Insurance Group,** October 2008 - June 2009

**Licensed Agent Representative** October 2008 - June 2009

Marketed Life, Heath, Long-Term Care and Senior insurance product sales and advisor

**Flowers Foods,** April 1988 – May 2008

**Director of Human Resources - Flowers Foods**

Directed Human Resources at Atlanta, GA union location from 1998 until its close in 2008

Managed HR, also, Accounting Assistant at Chamblee, GA location

**Assistant Director of Human Resources - Flowers Foods**

 Managed office, personnel and payroll

Developed and implemented records retention process and information

Maintained Federal, State, Local and Organizational regulation compliance

Facilitated and implemented training creating some training programs

**Accounting Assistant - Flowers Foods**

Managed and supervised office and personnel

Managed Accounts Payable and maintained General Ledger

Processed payroll exceeding accuracy goals

Recognized for editing, designing and writing for in-house publication

**Education**

**Queens University of Charlotte**

B.A, English/Journalism

Activities and Societies: Sigma Upsilon Literary Society, Lead role in play

Editor – College Newspaper; also, Public Relations assistant (news releases and monitoring)

Chairperson - Judicial Board

Certificates - GACIT, CERT, PHR, Event and Meeting Management, Leadership and Management Development

**Earlier Work Experience**

**Southern Bell Telephone Company,** 1980 - 1988

**Business Marketing Consultant**

Sales and implementation, business telephone systems

Recognized as "Consultant of the Year" for record sales resulting in Atlanta transfer

Speakers’ bureau spokesperson

**WBTV** **Television**

**Public Affairs, News Assistant - WBTV** **Television (started as student and continued)**

Publication Editor, Film Editor, Weekend News, Public Affairs - WBTV Television

**Skills & Expertise**

Employee Relations

Recruiting

Human Resources

Management

Event Management Customer Service Training

Benefits Administration Employee Benefits Payroll

Leadership Development

Coaching Marketing Copy Editing Text Editing Speech Writing News Writing

Project Coordination

Contact Viola E. (Betsy) Hardy on LinkedIn or **vaehardy@outlook.com**