

<p><b>Judy Sable</b>  2325 Allegro St  Livermore, California  94550  510 651 9438  judysable@yahoo.com</p>	<p><b>Objective</b></p>
	<p>Volunteer position on LARPD Personnel Commission.</p> <p><b>Work Experience</b></p> <p>HR Consultant, self-employed  9/2006-9/2010  Oxford SemiConductor/ PLX Technologies, Sunnyvale, CA  HR Manager, 90 employees, administered benefits, employment, and 401k plan. Developed accurate job descriptions to participate in salary surveys, and responsible for ADP payroll. After the merger transitioned remaining Oxford employees into PLX HRIS, job classifications, benefits, 401k, and payroll. On site averaged 25 hours a week .</p> <p>HR Consultant  9/2004-9/2006 TechLink HR Solutions, San Francisco, CA  Provide all areas of HR on site including recruiting, compliance, employee relations, benefits, HR audit, employee surveys, interview training, and investigations. A major client was a security software company. Other experience: an auto dealership, cabinet maker, private school and a home care agency.</p>
	<p>HR Manager  1/2001-7/2002 Axon Photonics, Fremont, CA  Recruited engineers and technical employees. Sourced and administered benefits program for 90 employees. Implemented compliant employment processes and documentation and performance appraisals focused on management goals. Consulted with attorney for H1B Visa and PR to meet legal requirements. Began a project to benchmark compensation to industry surveys. Administered reductions-in-force and salary reduction programs.</p>
	<p>Personnel Manager  3/2000-11/2000 Avanti! Corporation, Fremont, CA  Supervised 5 HR Reps in employment, benefits , employee relations, HRIS and immigration. Hired contract recruiters, negotiated with head hunters, new recruiting software, and temp agencies. Facilitated behavioral interviewing and employment law training for hiring managers, and worked with a benefits administration company to implement the first web based open enrollment. Investigated and made recommendations to managers and employees on issues such as performance, complaints, and sexual harassment. Responsible for Radford Survey, AAP, VETS 100 and EEO1 data reports.</p>
	<p>Senior Personnel Administrator  10/1998 -1/2000 Matsushita Electric Corporation of America, Milpitas, CA  Recruited for a three-state region recently experiencing rapid growth. The variety of Panasonic companies included electronics, software development, office equipment sales and service, factory automation and venture capital investment. Managed requisitions, internet recruiting, ads, attended job fairs, and used HRIS employee and applicant tracking. Conducted 401(k) and benefit enrollment meetings. Coordinated visa and residency proceedings.</p>

	<p><b>HR Representative</b>  2/1993 - 9/1998 Lam Research Corporation, Fremont, CA</p> <p>College Programs: Recruited recent graduates. · Established relationships with university career centers, internship and college industrial liaison programs. · Presented numerous campus information sessions. ·</p> <p>Relocation and Immigration; Worked with immigration attorneys, managers employees and applicants to coordinate Visa and Residency applications. Negotiated relocation expense.</p> <p>Employee Services: Chaired a team to plan the annual holiday party for about 3,000 employees. HR rep to the employee recreation committee and employee relations staff meetings. Negotiated merchandise and event contracts, edited the employee newsletter and outsourced its production, managed the employee store and outside vendor events for employees.</p> <p>Organizational Development and Training: Coordinated employee relations training events. Administered employee tuition reimbursement benefits. Founded a Toastmasters club. · Facilitated Behavioral Interviewing seminars and HR Procedures and Policy Training for managers. Held Employee Orientation. · Coordinated employee partnership with an elementary school.</p> <p><b>Home Maker, School and Community Volunteer</b>  10/76-2/93  Fremont Candlelighter 20 years 1986- 2006  CISV interchanges 1990 and 1992, and Village in Romania, 1991  FAME and classroom volunteer at Mission Valley School, Fremont 1980-87</p> <p><b>Personnel Assistant</b>  7/73-10/76 PG&amp;E , San Francisco, Ca</p> <p>Business partner for headquarters accounting department, and while acting as District Representative for a 6 month temporary term in Hayward handled recruiting for local gas and electric departments with new emphasis on diversity, attended safety committee and department meetings, held employee orientation, was a liaison with the union representative, and advised employees and managers on issues and complaints.</p>
	<p><b>Education</b></p>
	<p>BA, UC Berkeley, Social Science, Berkeley, CA</p>
	<p>MBA, UC Berkeley, Organizational Behavior and Industrial Relations</p>