

Penny R. Baldwin

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SUMMARY

A self-motivated and logical human resource professional with project management and research analysis experience. Effectively manages various responsibilities within cross-functional teams simultaneously. Persistent, perceptive, and industrious. Easily establishes rapport with people of all ages, cultures and beliefs. A forward-thinking individual contributor, as well as an efficient team player. Possesses a heightened sense of integrity.

EMPLOYMENT

WALMART PHARMACY DIVISION, Bentonville, Arkansas

Human Resource Coordinator, 2002 to 2009

- Managed human resources and diversity data.
- Supported and implemented employment practices and policies, including new leave of absence and relocation policies.
- Sourced data necessary for project assignments. Possessed extensive knowledge of company policies and guidelines.
- Communicated effectively with customers, management, and associates.
- Gathered, compiled, and analyzed information from many different sources.
- Acted as role model and mentor for new trainees engaged in on-the-job training.
- Trained new employees.
- Assisted new managers and other associates to become familiar with policy and operations.
- Earned reputation as valuable and cooperative coworker by being fair, honest, and willing to help others when needed.
- Resolved conflicts effectively.
- Implemented new procedures; served as leader of Pharmacy GAIN (Global Associate Information Network) initiative, working closely with ISD (Information Systems Division) to ensure proper rollout and pharmacy specific information were included in application.

Database Team Leader, 2001 to 2002

- Acted as Team leader of Pharmacy license database.
- Strategized with management on design of Access database.
- Organized system for team to collect and input data.
- Managed both re-enrollment teams.
- Used excellent communication and interpersonal skills with public and coworkers.

Repackager, 1994 to 2001

- Assisted management and other associates in problem solving.
- Adapted to high level of responsibility.

EDUCATION

JOHN BROWN UNIVERSITY, Rogers, Arkansas
B.S., *Organizational Management*, Expected graduation date: May 2009

ACCREDITATIONS

Certified Administrative Professional
Hourly HR and Law Certified
Supervisor School