

# Eric Wallace

## Human Resources Coordinator

As a patient and driven leader, I have a proven history of meeting or exceeding the expectations set for me. As an adaptable and curious individual, I maintain a proven ability to grow my knowledge and skills to match the challenge at hand. My goal is to continue my education and develop more useful skills for my current and future roles.

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📍 Cheboygan, United States

## WORK EXPERIENCE

### Human Resources Coordinator

TF-R, Inc.

05/2018 - Present

Afton, MI

Privately owned manufacturing company primarily servicing the automotive, powersports, and refrigeration through tubing fabrication.

#### Achievements/Tasks

- Responsible for recruitment, on-boarding, and benefits administration
- Accomplished liaison between C-Level team and employee base
- Adept at analyzing trends with hiring and attrition while providing C-Level team with advice for policy changes and updates
- Accommodating leader relied upon to solve problems related not only to employee engagement but in day to day operations as well

### Operations Manager/Asset Protection Manager

Walmart Inc.

08/2003 - 05/2018

Cheboygan, MI/Alpena, MI

Largest retailer in the world

#### Achievements/Tasks

- Accomplished improvement of employee engagement by two base points in area of responsibility year over year
- Responsible for day-to-day operations of store
- Accomplished increased customer and employee experience through mentorship and training of store employees
- Achieved high level of success in Asset Protection role utilizing the various technologies available to produce both internal and external theft cases resulting in prosecution or restitution
- Accomplished reduction in retail shrink by utilizing available tools to identify and analyze potential causes and implementing solutions

## EDUCATION

### Associates, General Studies

North Central Michigan College

01/2021 - Present

Petoskey, MI -3.8 GPA

#### Courses

- Introduction to Programming Logic
- Network
- Introduction to Information Security
- Web Development

## SKILLS

Oral/Written Communication

Microsoft Office Suite

Python

HTML

CSS

Java

Networking and Security Administration

## PERSONAL PROJECTS

### Django Web Applications (07/2022 - Present)

- Completed introductory course in Python programming and self-study in Django framework to develop a web applications

## CERTIFICATES

### TestOut IT Fundamentals Pro (05/2021 - Present)

Training in computer basics, hardware, databases, programming, security, networking, applications, operating systems, and information systems.

### CompTIA Network+ ce (12/2022 - Present)

Entry-level certification which validates the knowledge and skills needed to troubleshoot, configure and manage wired and wireless networks.

## INTERESTS

Software Development

Database Management

Network Management

Full-Stack Web Development

Information Security

## REFERENCES

John - Fresh Area Coach

"Former mentee and colleague at Walmart"

Contact : 231-8

John - Fresh Area Team Lead

"Former mentee and colleague at Walmart"

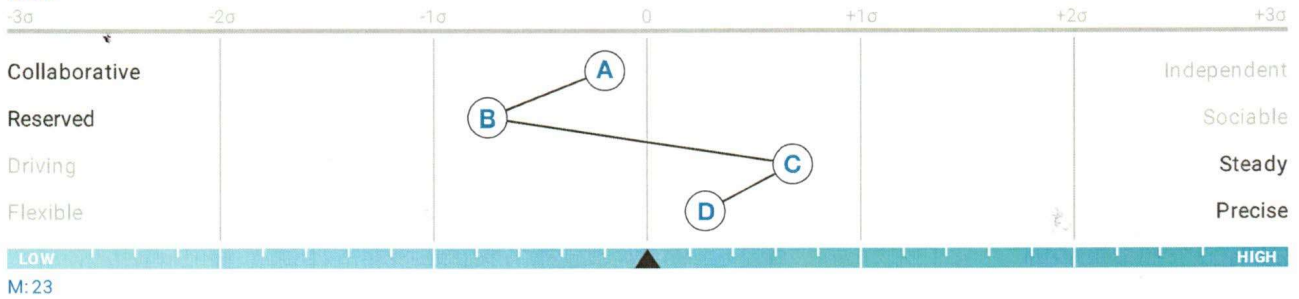
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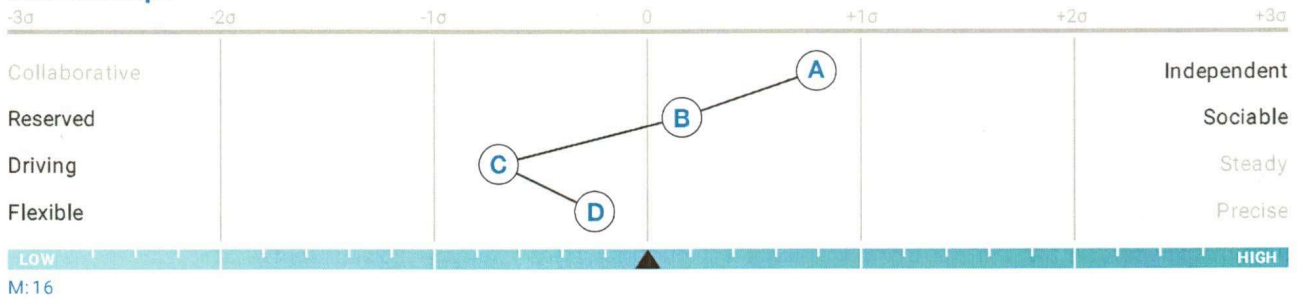
## Artisan

An Artisan is accommodating and analytical, while producing highly precise and accurate work.

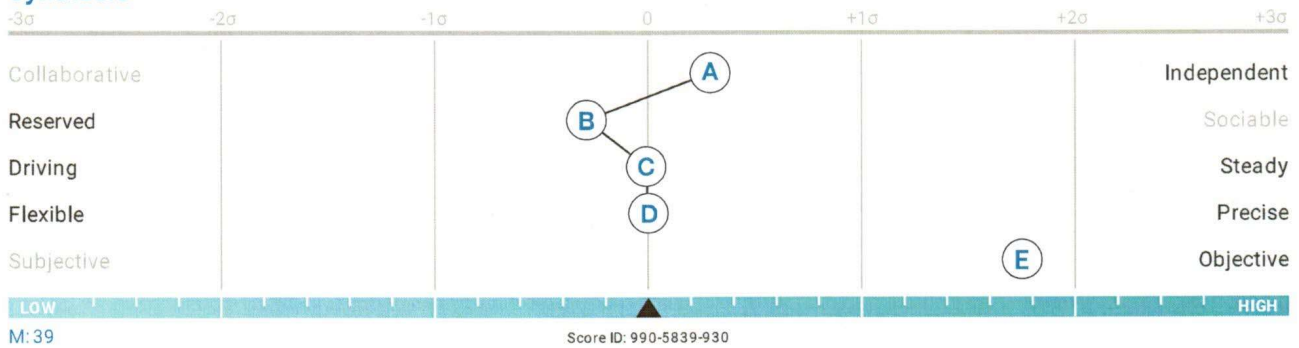
### Self



### Self-Concept



### Synthesis



## Strongest Behaviors

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### Eric will most strongly express the following behaviors:

- Private, serious, introspective, and reserved. Takes time to connect to and trust new people.
- Focused; can concentrate on the task at hand for long periods. Quickly notices and understands technical matters more than social ones. Consistent and patiently thoughtful.
- Works at a steady, unwavering pace; most comfortable with familiar processes, environments, and co-workers. Doesn't easily change.
- Formal, reserved, introspective, and skeptical of new people; requires "proof" to build trust in new people.
- Detail-oriented and precise; follow-through is deep and literal to ensure tasks were completed in accordance with quality standards.
- Operationally, as opposed to socially, focused. Thinks, in specific terms, about what needs to be done and how to do it accurately and flawlessly; follows, in a literal way, that execution plan.
- Patient, stable, and consistent; does things generally systematically and is not inclined to change these systems. Dependable, relatively consistent and works best in familiar environments, with familiar people.
- Tolerant, easy-going, and uncritical in getting along with others. A focused listener.
- Works steadily at an even pace; most productive with fewer interruptions.

## Summary

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Eric is thoughtful, disciplined, and particularly attentive to, careful of, and accurate with the details involved in the job. Identifies problems, and enjoys solving them, particularly within their area of expertise. Works at a steady, even pace, leveraging their background for the betterment of the team, company, or customer.

With experience and/or training, they will develop a high level of specialized expertise. Serious and dedicated to the job and the company. Their work pace is steady and even-keeled, and they're motivated by a real concern for getting work done thoroughly and correctly. Discipline and circumspect thinking will lend caution to their decision-making; Eric plans ahead, double checks, and follows up carefully on decisions and actions.

A modest and unassuming person, they work autonomously in their area of expertise. When working outside of that area, their drive is to seek specialized knowledge by finding definitive answers from written resources, authoritative management, or established subject-matter experts. Is most effective and productive when they work within or close to their specialty and experience, and prefers to stick to the proven way. If it becomes necessary for to initiate or adopt change, Eric will need to see cold, hard, evidence to prove that the new way is proven, complete, and yields high-quality results. In addition, they'll carefully plan the implementation to minimize problems and maximize results.

This individual is reserved and accommodating, expressing themselves sincerely and factually. In general, they're rather cautious and conservative in style, skeptical about anything new or unfamiliar or any change in the traditional way of doing things. Possessing the ability to strongly concentrate on the job at hand, they are most effective when given uninterrupted blocks of time. Has better-than-average aptitude for work that is analytical or technical in nature.

## Management Style

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As a manager of people or projects, Eric will be:



- Focused on providing the team with a sanctioned, proven template by which they will produce high quality, consistent work
- Respectful of authority and established regulations; will evaluate change with skepticism, proceeding cautiously and adapting slowly after prudent analysis of the outcome
- Loyal and diligent in pursuing the company's goals and protecting it from risk or failure
- Cautious, Eric delegates to those who have proven that they get results. Follow-up will be close and will ensure that all procedures have been followed and all standards met
- Most comfortable managing functions where they have deep knowledge and expertise; generally these functions will be more technical than social
- Introspective and quiet; will share their ideas with others after significant analysis and reflective consideration.

## Management Strategies

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To maximize effectiveness, productivity, and job satisfaction, consider providing Eric with the following:

- Opportunity to work within their own area of expertise to assure high-quality, by-the-book, results
- Wherever necessary, detailed, thorough training in their specialized work
- The chance to learn and practice in an orderly, stable environment
- Recognition for work well done
- Stability and predictability in the work environment and responsibilities
- A positive, non-threatening approach when it is necessary to correct, change, or criticize their work.