

Matthew Clifton Reeder, PMP

Relocating to Kansas City in March | (240) 605-1731 | mattcliftonreeder@gmail.com

EXPERIENCE

NeighborWorks America

Washington, DC

Senior Human Resources Specialist

September 2017 - present

- Subject matter expert on organization's HRIS and performance management systems. Provide operational guidance and training to all HR team, staff members and senior leaders.
- Led team of IT staff and consultants to successfully develop and implement new electronic onboarding and offboarding system. Manage operations for all newly hired as well as departing employees.
- System lead for payment of over 700 departmental and temporary employees with invoices totaling over \$500,000 annually.
- Reconcile and dispatch employee benefits invoices on a monthly basis for the full organization of >350 employees totaling over \$6M annually.
- Administer performance management process flows for annual, mid-year, and goal setting employee performance evaluations and provide performance training and support to employees and managers.
- Advise managers and employees to effectively resolve employee relations issues.
- Maintain HRIS data integrity through ongoing audits and quality assurance checks.

Coordinator, Human Resources

November 2015 - September 2017

- Controlled administrative operations of the Human Resources division including budgeting, bill payment, and organization-wide communications.
- Executed employee informational updates for HRIS and performance management systems.
- Developed and implemented communication plans for various HR topics. Created and designed marketing materials for HR programs.
- Liaised closely with other departments throughout the organization providing a customer focused HR support services to the organization to achieve the organization goals and objectives.

The Catholic University of America

Washington, DC

HRIS Coordinator/Customer Service Specialist

May 2010 - November 2015

- Managed and updated the HRIS database and executed all transactions within the system for staff, students, and temporary employees.
- Produced timely and accurate payroll for staff, students, and temporary employees through the HRIS.
- Created workflows to increase efficiency with the ultimate goal of paperwork reduction and less manual input and interaction.
- Developed training reporting program for all employees and implemented a new electronic process to increase production efficiency.
- Lead for processing and reviewing annual performance evaluations for all staff members as well as conducted employment verifications for past and present employees and students.

EDUCATION & CERTIFICATIONS

The Catholic University of America

Washington, DC

Master's of Arts in Human Resources Management - May 2014

Honors: Cum Laude

University of Maryland

College Park, MD

Bachelor's of Arts - May 2009

Major: History

Human Resources PMP Certification - May 2017

Washington, DC