

Deborah Gramling Earley

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March 11, 2015

The Honorable Nikki R. Haley
Office of The Governor
1205 Pendleton Street
Columbia, SC 29201

Dear Governor Haley:

I am writing to you with a request for assistance. I am a 1988 Orangeburg Prep graduate as well as The University of South Carolina.

Due to the recent (confidential) news that my current employer of over 20 years will be closing in May, I am seeking employment elsewhere. I live in Orangeburg and commute to Goose Creek, SC each day for work.

As a lifelong Human Resources Specialist, I have had extensive work experience in office environments, giving me varied skills and the ability to work with many different types of people. I am willing to move outside of the Human Resources Field in order to obtain work.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills, and eager to learn from others. I am also full of ideas and enthusiasm and love meeting new people!

I am getting a jumpstart on the job search as we just built a new house in Orangeburg, and my prior house is still on the market. My daughter is in her freshman year at Wofford College and loves it. You spoke at her OPS graduation this past year and did an excellent job.

I have applied on the SC Government website as well as companies in Orangeburg and Columbia. My present salary with Jacobs is \$89,000 and I have calculated that I would need to make at least \$60,000 to pay my bills. I have a job possibility with Jacobs in Greenwood, SC, but that would be over a 2 hour commute.

I am writing to ask that if you know of anyone that may be looking to hire someone, please pass along my resume. Thanks for any help that you can offer.

Yours sincerely,



Deborah Earley

Maintain employment records for all active and inactive employees. Provide information relating to employment records to authorized personnel and outside requests. Record and update employee status information, as required. Prepare exit information for terminating employees and conduct exit interviews. Unemployment administration.

Miscellaneous Human Resources departmental activities. Coordinate service award selection with employee and service award presentations. Process 401 (k) additions, changes and withdrawals and coordinate with Corporate Human Resources.

Maintain applicant database (Oracle), weekly labor reports and disciplinary action records/notifications to supervisors.

Affirmative Action Plan to include recording and maintaining records necessary for AAP, including applicants, new hires, terminations, transfers, promotions, training, educational assistance, layoffs, recalls, etc., and assist in preparation of AAP Plan. Ensure AAP requirements are followed to include internal and external job postings. Wage surveys.

Resolve employee relations issues; Coordinate with management on employees issues.

Administrator for company badge/security system. NCCER Program

The Prudential

Orangeburg, SC

Customer Service Representative

Summer 1991 & January 1992 - January 1994

Performed all support functions for busy, one-agent office, including client management and service for life and group health policies, policy research, production of computer illustrations, bookkeeping and word processing.

PROFESSIONAL MEMBERSHIPS:

Society for Human Resources Management

SKILLS:

Computer skills (MS Office, Winpack Security, Oracle)

Internet

Organizational skills

Able to manage priorities

REFERENCES:

Available upon request