



cultural resource analysts, inc

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<b>Bridgette A. Robinson, BS</b>		<b>Director of Human Relations</b>	
<b>Availability:</b> Immediate <b>Email:</b> brobinson@crai-ky.com	<b>Specific Duties:</b> <ul style="list-style-type: none"> <li>• Human Relations</li> </ul>	<b>Education and Training:</b> <ul style="list-style-type: none"> <li>• B.S. psychology, Eastern Kentucky University, Richmond, Kentucky</li> </ul>	
<b>Experience Summary Information</b>			
<b>Director of Human Relations</b> Cultural Resource Analysts, Inc. 2005 – present	<b>Eligibility Analyst</b> CHA Health 2001 - 2005	<b>Banking Specialist</b> Bank One 1998 – 2001	
<p><b>Mrs. Robinson</b> is responsible for Directing Human Relations at Cultural Resource Analysts, Inc.</p> <p>Mrs. Robinson has over 13 years of office-related experience. She has worked in Banking, Information Systems, and Billing and Enrollment. Prior to joining Cultural Resource Analysts, Inc. she worked for an HMO as an Eligibility Analyst. In this capacity she was ultimately responsible for the synchronization of eligibility data where membership often exceeded 3,000.</p> <p>In October, 2005 she joined Cultural Resource Analysts, Inc. as the Director of Human Relations. As Director of Human Relations her responsibilities include: communicating company policies and procedures, compliance with state and federal legislation that pertains to personnel matters, overseeing employee benefits, maintaining employee handbook, conducting new employee orientations, reporting and monitoring worker's compensation claims, and coordinating company performance reviews.</p> <p>Mrs. Robinson is a member of the Society For Human Resource Management, National Association of Professional Women, and Kentucky Industry Liaison Group.</p> <p><b>Additional Training:</b></p> <ul style="list-style-type: none"> <li>• Human Resource Professional Development</li> <li>• COBRA Liability and Regulations</li> <li>• Equal Employment Opportunity</li> <li>• HIPAA Certification</li> <li>• Worker's Compensation Certification</li> <li>• OSHA Compliance and Workplace Safety</li> <li>• OSHA Injury and Illness Recordkeeping</li> <li>• Employee Discharge and Documentation</li> </ul>			