



cultural resource analysts, inc

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<b>Bridgette A. Robinson, MS</b>		<b>Director of Human Relations</b>	
<b>Email:</b> brobinson@crai-ky.com	<b>Specific Duties:</b>	<b>Education and Training:</b>	
	<ul style="list-style-type: none"> <li>• Human Relations</li> </ul>	<ul style="list-style-type: none"> <li>• M. S. Human Resource Leadership, Sullivan University, Louisville, Kentucky</li> </ul>	
<b>Experience Summary Information</b>			
<b>VP of Human Relations and Office Administration</b>	<b>Eligibility Analyst</b>	<b>Banking Specialist</b>	
Cultural Resource Analysts, Inc. 2005 – present	CHA Health 2001 - 2005	Bank One 1998 – 2001	
<p><b>Mrs. Robinson</b> is responsible for Directing Human Relations and Office Administration at Cultural Resource Analysts, Inc.</p> <p>Mrs. Robinson has over 20 years of office-related experience. She has worked in the Mental Health Industry, 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 300,000.</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. In addition to Human Resource responsibilities Mrs. Robinson is also responsible for the oversight of Office Administration which includes A/P, A/R, and financial compliance reporting.</p> <p>Mrs. Robinson is a member of the Society for Human Resource Management.</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>			