Keisha Montgomery

Human Resources Generalist, SHRM-CP

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SUMMARY

SHRM-CP human resources generalist with 8 years in manufacturing and home health, currently the on-site HR contact for 480 employees across two three-shift plants. Handles leave, accommodations, investigations and onboarding in UKG Pro. Conversational Spanish.

EXPERIENCE

Human Resources Generalist · Platte Valley Manufacturing — Aug 2021 – Present

Omaha, NE

- Supported 480 employees in two metal fabrication plants on three shifts, covering employee relations, leave, onboarding and policy questions.
- Administered 95 FMLA cases and 18 ADA accommodation requests in 2025, coordinating with Lincoln Financial on short-term disability overlap.
- Investigated 27 employee relations complaints last year, including harassment and wage disputes, and wrote findings for plant leadership and outside counsel.
- Rebuilt the I-9 process after an internal audit found errors in 41 of 600 files; moved to E-Verify through UKG and passed the 2024 re-audit clean.
- Cut 90-day turnover among production hires from 38% to 26% by rewriting orientation and adding 30 and 60 day check-ins with supervisors.
- Ran open enrollment for three carriers and 410 benefit-eligible employees, including bilingual sessions on each shift.

Human Resources Coordinator · Great Plains Home Health — Jun 2018 – Jul 2021

Omaha, NE

- Onboarded 15 to 25 caregivers a month, running background checks, license verifications and Form I-9 reviews.
- Maintained records for 220 employees in ADP Workforce Now and entered biweekly payroll changes for three branches.
- Compiled the annual EEO-1 Component 1 report and OSHA 300A summary for the company's two filing years.

EDUCATION

B.S. Business Administration, Human Resource Management · University of Nebraska Omaha — May 2018

SKILLS

HR practice: Employee relations, Workplace investigations, Leave administration, Onboarding, Benefits administration, Policy writing

Compliance: FMLA, ADA, FLSA, Form I-9 and E-Verify, EEO-1, OSHA 300 logs

Systems: UKG Pro, ADP Workforce Now, Excel, Microsoft 365

Languages: English, Spanish (conversational)

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP), 2021