

Samantha Ebner

Director of Human Resources ♦ SHRM-CP

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≧ Professional Summary ≦

Strategic Human Resources Leader with 8+ years of progressive experience building and scaling HR functions across multi-state, multi-site organizations of up to 186 employees and \$5M+ annual payroll. Proven track record leading full lifecycle HR operations including talent acquisition, performance management, employee relations, benefits administration, workers' compensation, and employment law compliance. Reduced time-to-fill by 65%, implemented HRIS and ATS infrastructure, and led organizational redesign initiatives to support rapid growth from 24 to 54 employees with projected expansion to 75. Trusted advisor to executive leadership, combining data-driven workforce planning with hands-on operational execution to drive organizational performance and compliance.

≧ Areas of Expertise ≦

Professional Skills

Strategic Human Resources Leadership | Talent Acquisition & Workforce Planning | Organizational Design & Succession Planning | Performance Management & Leadership Coaching | Employee Relations & Conflict Resolution | Benefits Administration & Leave Management (FMLA, ADA) | Workers' Compensation & OSHA Compliance Oversight | Employment & Labor Law Compliance (Multi-State) | HR Policy Development & Internal Audit Practices | Change Management & Culture Development

Technical Skills

HRIS Implementation & Optimization | Applicant Tracking System (ATS) Administration | Payroll Administration & Audit | Time & Attendance Systems Management | Compliance Reporting & Documentation | Process Improvement & Workflow Design | Workforce Planning & Headcount Modeling

Software Experience

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≧ Professional Experience ≦

Accruity Accounting Services

Human Resources Business Partner / Head of HR | Pittsburgh, PA (hybrid)

April 2025 to September 2025

- Led full lifecycle HR strategy and operations for multi-state workforce across five states, scaling organization from 24 to 54 employees with growth roadmap to 75.
- Directed 35 full-cycle hires, reducing time-to-fill from approximately three weeks to one week (65% improvement) through structured sourcing strategy, referral pipeline activation, and standardized screening methodology.
- Activated and implemented Rippling ATS and HRIS infrastructure, building internal hiring workflows, approval structures, and reporting mechanisms from the ground up.
- Introduced and designed pod-based organizational structure, replacing Controller model with tiered Senior Manager and Manager roles; defined reporting lines, created job descriptions, and established career pathing frameworks to support scalability.

- Designed and launched mid-year performance review process achieving 100% participation while mitigating unplanned payroll increases tied to prior miscommunication regarding compensation expectations.
- Strengthened compliance posture by formalizing W-2 vs. 1099 classification standards and training leadership on evolving legal guidance, reducing misclassification risk exposure.
- Administered payroll, benefits operations, and multi-state employment compliance through Rippling.
- Developed and implemented a parental leave program to enhance employee experience and retention.

ASCEND Climbing

Director of Human Resources | Head of HR | Pittsburgh, PA (remote)

May 2019 to January 2025

- Directed HR operations for multi-site organization with peak headcount of 186 employees across Pennsylvania and Ohio, overseeing \$5M annual semi-monthly payroll.
- Led approximately 50 hires annually across diverse roles, managing full-cycle recruitment, onboarding, and workforce planning.
- Administered end-to-end payroll, benefits enrollment, broker coordination, and deductions management.
- Managed 3-5 workers' compensation claims annually, conducting incident investigations, coordinating return-to-work programs, maintaining OSHA logs, and ensuring safety training compliance.
- Performed biannual internal compliance audits and executed policy overhauls to align with evolving employment law requirements.
- Guided executive leadership, Operations Director, and management teams on employee relations, performance management, and corrective action strategies.
- Established structured payroll calendars, timekeeping processes, and labor cost reporting practices to improve managerial accountability and financial oversight.

Industrial Scientific

Candidate Experience Specialist | Pittsburgh, PA (on-site)

July 2018 to May 2019

- Managed 15-20 concurrent requisitions with applicant pools exceeding 100+ candidates per role using Taleo ATS.
- Reduced time-to-fill and improved retention by implementing structured candidate screening processes and quality shortlisting (top five to screening; top two to three for interviews).
- Partnered with hiring managers to align candidate selection with org workforce planning needs.
- Collaborated with immigration counsel to ensure visa and work authorization compliance, protecting the organization from legal and operational risk.
- Developed candidate communication materials and onboarding resources that improved understanding of benefits, policies, and company culture which strengthened early engagement and retention.

G4S Security

HR Specialist | Pittsburgh, PA (on-site)

September 2014 to July 2018

- Partnered with regional leadership to forecast staffing needs, streamline recruitment workflows, and reduce applicant-to-hire time through data tracking and process optimization.
- Supported workforce planning and employee engagement by aligning onboarding and retention practices with client contract requirements and operational goals.
- Administered payroll, benefits, and 401(k) programs for federal contract employees, ensuring full compliance with wage and hour, FLSA, and federal contractor regulations.
- Audited and standardized timekeeping and payroll validation processes across multiple sites, improving data integrity and labor cost reporting accuracy.

≧ Education & Certification ≦

SHRM - Certified Professional (SHRM-CP) | Society for Human Resource Management | 2022

High School Diploma | Wellsboro Area High School | 2007