

Bridgette A. Robinson, B.S.

Director of Human Relations

Accounting Assistant

Availability: Immediate
Email: brobinson@crai-ky.com

Specific Duties:

- Human Relations
- Accounting Assistant

Education and Training

- B.S., Psychology 1996, Eastern Kentucky University- Richmond, Kentucky

Experience Summary Information

Director of Human Relations
Cultural Resource Analysts, Inc.
2005-present

Eligibility Analyst
CHA Health- Lexington, Kentucky 2001-2005

Banking Specialist
Bank One- Lexington, Kentucky 1998-2001

Mrs. Robinson is responsible for Directing Human Relations at Cultural Resource Analysts, Inc.

Mrs. Robinson has 10 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.

In October, 2005 she joined Cultural Resource Analysts, Inc. as the Director of Human Relations and Accounting Assistant. As Director of Human Resources 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, and conducting new employee orientations. As Accounting Assistant her responsibilities include: assisting the Chief Financial Officer with various accounting tasks such as job costing, collecting and totaling time sheets for payroll, updating the work in progress report, and analyzing issues with projects that exceed the budget.

Mrs. Robinson is a member of the Society For Human Resource Management

Additional Training:

- Human Resource Professional Development
- COBRA Liability and Regulations
- HIPAA Certification
- Worker's Compensation Certification
- OSHA Injury and Illness Recordkeeping
- Employee Discharge and Documentation