NATALIA CORTEZ

Human Resources Manager

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📞 (123) 456-7890

📍 Washington, DC 20002

in LinkedIn

EDUCATION

Bachelor of Arts
Human Resources
Management

Georgetown University

📅 September 2012 - April 2016

📍 Washington, DC

SKILLS

- HRIS (Workday)
- Recruiting (Sourcing & Interviewing)
- Employee Onboarding
- Benefits Planning & Administration
- Employee Coaching
- LOA, FMLA, PLOA, Disability

CAREER OBJECTIVE

From sourcing qualified candidates to administering benefits, my focus throughout my career has been to attract and retain the best talent. I wish to utilize my expertise to ensure Stripe grows as the most effective payment processing platform in the market.

WORK EXPERIENCE

Human Resources Manager

Teachable

📅 March 2019 - current   📍 Washington DC

- Fostered a data-driven culture, and coordinated 100% of recruitment phases
- Worked with department heads to understand their talent needs, and reduced the time-to-hire to fill those needs by 33%
- Researched and adapted a new benefits plan that **improved employee satisfaction by 9%**
- Assisted managers in the use of objectives and performance reviews as coaching tools for individual development

Recruiter

Teachable

📅 January 2018 - March 2019   📍 Washington DC

- Identified gaps in interview funnel, and recommended proactive changes that **improved average time-to-hire by 18%**
- Led forecasting for full-time and contractor recruitment needs for 2018 by coordinating with 27 executives across all departments
- Collected job requirements, and posted job descriptions on internal site as well as job boards like Indeed and Glassdoor, leading to 8 full-time hires
- Gathered feedback after final interviews, and created comprehensive compensation packages for prospective hires

Human Resources Assistant

MorseLife

📅 April 2016 - January 2018   📍 Washington DC

- Entered new hire information into HRIS, and recorded terminations, and processed employee changes and updates
- Assisted with benefits administration, including COBRA, reporting, leave administration, and worker's compensation
- Created and posted job ads, scheduled interviews, and managed pre-employment screenings and background checks
- Assisted managers in determining training needs and finding the best solutions to meet those needs