

Christina Richardson, MBA/MSHR/PHR

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PROFILE: Excellent Leadership skills, ability to motivate and assist others in improving areas of weakness to meet or exceed production levels. Thorough knowledge of Human Resources Management policies and procedures and able to enforce and adhere to meeting deadlines. Proven record of meeting and exceeding metrics for full cycle recruitment, corporate and National Recruiting. **Fluent in Spanish and English; Understand Italian and some Portuguese.**

COMPUTER SKILLS:

Excel, Word, PowerPoint, Time Matters, ATS Systems, Greenhouse, ADP WFN Payroll and ATS System, ADP Total Source, Paychex Flex, Paycom, Salesforce, Share Point, People Fluent, PeopleSoft, Employee Navigator, PSW Fidelity, Benefit Wallet, Clarity Solutions, Beeline, IQN Navigation, Field Glass, Taleo, Max-Hire, Bullhorn Reach, LinkedIn Professional Recruiter, VPN, VMS, Sign Now, DocuSign & Echo Sign Document Tracking Systems, Applicant Stack, CRM, Genesis, AS400, Loan Serve, CSS, Synergy, Outlook, Intranet and Soft phone systems

TOP SKILLS:

- Corporate and Executive Recruiting
- Interviews
- Talent Acquisition
- Onboarding
- Temporary Placement
- Applicant Tracking
- Training
- HR Consulting
- Human Resources
- Leadership
- EEOC Regulations and Compliance
- OSHA & FDA Regulations
- cGMP & SQF Compliance
- Internet Recruiting
- Technical Recruiting
- College Recruiting
- Sourcing
- Executive Search
- Career Counseling
- Resume Writing
- Staffing Services

EDUCATION

- ✚ **Society of Human Resources Certified Professional (SHRM-CP) Certification**
SHRM-Currently studying for exam as of **February 2023**
- ✚ **Professional Human Resources (PHR) Certification** **Dec. 2017**
HRCI Institute
- ✚ **Licensed Notary Public License# FF993583** **May 2016 – May 2024**
- ✚ Society for Human Resource Management (SHRM) Member **August 2014**
- ✚ **Master of Science in Human Resource Management** **September 2012- 2014**
Kaplan University, Fort Lauderdale, FL
- ✚ Masters of Science in Human Resource Management **April 2012-September 2012**
- ✚ Masters of Science in Business Administration-Management **April 2010- March 2012**
(Minor in Marketing)
Strayer University, Fort Lauderdale, FL
- ✚ Bachelors of Science in Management (Minor in Human Resources) **November 2009**

Kaplan University, Fort Lauderdale, FL

EXPERIENCE

CP Group- (Temporary work)

November 2022- May 2023

Human Resources Administrator

- Provide Human Resources Director operational support
- ADP WFN Payroll process for 347 associates throughout Florida, Maryland, Georgia, Colorado, North Carolina and Texas
- Administered Benefit Administration, Worker Compensation, FMLA and 401K Administration
- Administered HSA and FSA Contributions and maintained employee files
- Administered benefits through PSW Fidelity (401K), Health Benefits through Employee Navigator, Accolade & various insurance carrier websites such as Cigna, Met Life Link, HSA through Benefit Wallet and FSA through Clarity Solutions
- Spearhead ADP WFN Training, created Time & Attendance Associate & Management Training, Paid Time off Training and ADP Reports Training
- Provided linguistic skills in employee relations, benefits and problem solving
- Oversaw ADP WFN Payroll System and ADP Benefits implementation process
- Oversaw new hire onboarding, background checks, exit interviews and terminations

CRE8 Pharmacy (Temporary work)

June 2022-November 2022

Director of Human Resources

- Oversee Human Resources Department and Operations
- Oversee full cycle recruitment process and procedures
- Enforce and adhere to EEOC Employment Laws Rules and Regulations
- Established and maintain departmental management and employee training
- Established, Oversee and Administer Employee Health Benefits,
- Enforce and adhere to EEOC Employment Laws Rules and Regulations
- Conduct internal Human Resources Audits and maintain employee files
- Conduct interviews, New Hire Orientation, Onboarding and Terminations
- Provide Guidance and Performance Reviews reminders to Department Managers

Torito Brands / Nature Gnaws

September 2020- April 2022

Human Resources Manager

- Oversee Human Resources Department and Operations
- Work in conjunction with CEO, Business Partners and Department Managers
- Oversee full cycle recruitment process and procedures
- Established and maintain departmental SOP standards
- Enforce and adhere to EEOC Employment Laws Rules and Regulations
- Enforce and adhere to Immigration Laws, Rules & Regulations
- Ensure company abides by and adheres to OSHA and FDA Regulations
- Assisted with cGMP and SQF Compliance
- Provide linguistic skills in employee relations, benefits and conflict resolution
- Process Payroll and maintain employees' files
- Established and maintain departmental management and employee training
- Established, Oversee and Administer Employee Health Benefits, FMLA, and 401K Presentations

- Established and maintained Employee Disciplinary Policy and Procedure along with Corrective actions.
- Conduct interviews, New Hire Orientation, Onboarding and Terminations
- Provide Guidance and Performance Reviews reminders to Department Managers
- Work in conjunction with Event Planning Committee in Social Responsibility Events, Corporate Events, Employee Recognition and Celebrations

International Medical Industries

April 2019- September 2020

Human Resources Analyst

- Worked in conjunction with Human Resources Manager to oversee Human Resources Operations
- Work in conjunction with Executives and Department Managers
- Oversee Corporate Full Cycle Recruitment Process and Procedures
- Enforce and adhere to EEOC Employment Laws Rules and Regulations
- Enforce and adhere to Immigration Laws, Rules & Regulations
- Abide by and adhere to OSHA, FDA and GMP Regulations
- Provide linguistic skills in employee relations, benefits and problem solving
- Process ADP Payroll, maintain employee files
- Assist employees with Payroll, 401K, FMLA and Health Benefits questions and concerns
- Maintain and adhere to Company Confidential Standards
- Conduct and Administer Employee Health Benefits and 401K Plan Presentations
- Conduct New Hire Orientation, Onboarding and Terminations

HL LAW GROUP

May 2018-April 2019

Human Resources & Firm Administrator

- Oversee Human Resources, Recruitment Processes and procedures
- Enforce and adhere to EEOC, FLSA, and OSHA Rules and Regulations
- Complete on-boarding process for new hires, conduct performance evaluations, terminations and exit interviews.
- Conduct background checks and Reference Checks for pre-employment verification
- Update and Revise Employment Handbook as needed
- Create and develop Standard Operations Procedure (SOP) Manual
- Create and post job descriptions; source, pre-screen, and occasionally interview qualified candidates.
- Create, track and maintain Applicant Tracking system (ATS)
- Work in conjunction with Management team in Strategic plans and Analytical reports
- Provide recommendations for best practices.
- Provide Executive Administrative Support
- Assign Property Damage Cases to Legal Staff
- Create Closing Statements for Settled Cases
- Provide Quality Assurance for Final Letters prior to mailings
- Complete other projects and Event Planning as needed.

Simple Health (previously known as HBC)

November 2015-December 2017

Human Resources Executive Recruiter/Hiring Manager

- Completed all HR Generalist Duties and Actively Participated in all HR Corporate Meetings
- Oversaw HR Daily Operations, Complete New Hire paperwork and Enforce HR and HIPPA Rules and Regulations and Compliance.
- Created SOP Recruitment Manual and assisted with creation and development of Sales Administration Manual and HR Assistant Manual
- Responsible for conducting HR and Aces Contract Signing Sessions and conducting weekly HR Presentations
- Responsible for training new hires including HR Generalists, Recruiters and Administrators.
- Recruit and hire qualified candidates with 215 and/or 240 Insurance Licenses for 1099 Sales Agents direct hire placement
- Recruit and hire Administrative, Clerical, and Technical candidates as needed; as well as Corporate Executive level candidates.
- Develop and implement programs, plans, policies, and procedures for recruitment and HR practices.
- Maintained data and created Analytical Reports on recruitment activities, applicant flow, interviews, and hires.
- Built and maintain Business Development with Local Licensing Institutions such as Pearson Vue and Gold Coast Schools; travel to and promote employment opportunities in Career Fair events.
- Assist with completion of On-boarding Process and Training for W-2 Employees.
- Completed HR and ACES Database Contracts for HII and Compliance Purposes
- Conducted HR Presentations for Agent Orientations
- Created Agents' Contracts, Track Agent Orientation and Attendance
- Travelled weekly between Boca office and Corporate-Hollywood office to meet business needs.
- Actively involved with Event Planning Activities for Boca
- Oversee Recruitment for Boca and Corporate Office.

Atlantic Pacific Management, Boca Raton, FL
In-House Corporate Recruiter

May 2015- November 2015

- Oversaw talent acquisition process including but not limited to source qualified applicants, screen applicants, schedule interviews, administer tests, check references and background, and evaluate applicant qualifications.
- Developed and implement programs, plans, policies, and procedures for recruitment, testing, selection, and job placement.
- Maintained data on recruitment activities, applicant flow, interviews, and hires.
- Built and maintained Business Development with educational institutions, employment agencies, newspapers, and other resources for qualified candidates.
- Determined online recruiting strategies for attracting and recruiting candidates.
- Prepared invoices and track expenses for sources and strategies.
- Interviewed and hired Floating Front Desk team.
- Participated in property acquisitions including staffing and on-boarding.
- Provided assistance with completion and implementation of HR Recruitment Policy Changes and Announcements
- Trained and mentored new hire recruiting staff personnel
- Lead and oversaw Recruiting Team of three (3).

- Created Career Fair Flyers and Promote Career Fair dates and locations throughout Florida, Georgia and Texas
- Attended College Sponsored Career Fairs
- Conducted Corporate Events Planning as needed

Engage Partners Inc. Coral Springs, FL

June 2014 – April 2015

Sr. Talent Acquisition Specialist/ Gas & Oil Recruitment

- National Recruitment and placement for Direct Hire Opportunities in Engineering, Energy & Green Technologies, Gas & Oil Industry, Administrative & Office Professionals, and Information Technology
- Professional recruitment for positions such as Distribution & Logistics, Operations Manager, Manufacturing Engineers, Production and Process Engineers, Grain Merchandising, Brokerage and Trades, (EHS) Environmental Health & Safety Coordinator, Project Management and Plant Management; Software Engineers, CAD Managers, Sr. Technical Service Engineers, Pipeline Control Management, Electrical Engineer, Automotive Engineering, HVAC and Mechanical Engineering
- Social Media Management, Job Postings, Sourcing and ATS Management
- Quality Control and Assurance and Contract Negotiations
- Business to Business Development and Maintenance

Randstad/ Spherion Corporation (SFN Group)

October 2010 – November 2013

Fort Lauderdale, FL

National Corporate Recruiter

- Focused on helping Fortune 500 Corporations find qualified candidates to fill a multitude of positions such as Executive Sr. Analysts, Anti-Money Laundering, Financial Analysts, Executive Administration, Sr. Accountants, Data Analysts, Customer Service, Retail, Industrial and Information Technology for Temporary, Temporary to Hire and/or Direct hire opportunities.
- Performed Full Circle Recruiting and placement for Temporary, Temporary to Hire and/or Direct hire.
- Performed Full Circle Recruiting and placement.
- Completed Pre-screening process; On-boarding, Background Checks and Scheduling Fingerprinting requirements
- Responsible for posting jobs on job sites such as CareerBuilder and Monster and Media Social sites such as Facebook, LinkedIn, and Twitter.
- Proven record of 22 hires during last fiscal months in 2012
- Responsible for tracking hires, follow up and contacting potential job candidates via email and/or outbound calls.
- Complete Quality Control Calls that consist of interview follow ups and first day, week and/or month of work follow ups.
- Responsible for building and maintaining Business to Business Relationships with National Colleges and/or Universities and Unemployment Agencies.

Volunteer Events/ Participation and Donations:

- Deerfield Beach Clean Up- May 2021

- Feeding Florida/America Food Drive November 2021
- Good Will Donations November 2021, April 2022 & May 2022
- Little Smiles Toy Drive December 2021
- Broward County Humane Society- Walk for the Animals- March 2022