

Marisela Sanchez

Human Resources

Hollywood, FL 33020

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Hello, I would like the opportunity of interviewing for this position.

Thank you,

Marisela Sanchez

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

HR Manager

All American Facility Maintenance - Sunrise, FL

January 2018 to April 2023

Maintain employee personnel files and HR system integrity ,manage company's benefit administration program (health, dental, life and disability plans). Assist with the preparation processes and weekly payroll using payroll software. Coordinate drug testing appointments. Conduct new hire orientation, data entry, FMLA Maint., lead the interviewing process by actively engaging all applicants and making recommendations for hire to team leaders,conduct pre-employment screening. Workers compensation, COI maintenance and update. Responsible for providing HR leadership and consultation to owners and frontline management in: recruitment and selection, compensation and benefits, employee relations, litigation claims and people-related matters impacting the organization. Develop and oversees HR processes throughout the organization. Responsible for ensuring compliance with applicable federal, state, and local standards, guidelines, and regulations in addition to industry related compliance measures.

Areas of other responsibilities and knowledge:

New Associates / Onboarding

Recruiting

HRIS System Management

Benefit Program Management and Administration

Cobra Administration

Payroll administration

Associate Relations

Workers Compensation Management

General Liability Management and upkeep

Other Duties as assigned

HR Manager and Payroll

Clewiston Nursing and Rehabilitation Center - Clewiston, FL

February 2016 to November 2018

Responsibilities included processing & monitoring the accuracy of payroll and hours of labor calculation, maintaining personnel files, assisting in pre-employment screening, and assisting the business office manager in the overall function of the office. promoted guides, and managed Human Resources services along with policies and programs for our communities. Working with associate relations, payroll, compliance, benefits and policies, recruitment and training, supported the development and enhancement of a positive work environment. engaged as needed to provide effective and efficient services to associates, families, and residents. Excellent customer service and interpersonal skills, good critical thinking skills, discretion and sound judgment. Strong organization, time management, and administrative skills to ensure ability to multi-task effectively. Attention to detail and demonstrated technical abilities to accurately generate metrics and compile reports. Related administrative, accounting and/or business office experience at a level necessary to accomplish the job. Experience with applicant tracking systems and other related recruitment software high Experience with payroll edits and processing, schedule updates Proficient with Microsoft suite; Word, Excel, PowerPoint, Internet and other related software. Related software proficiency in AHCA requirements and level 2 background.

HR Manager

BrandsMart USA - West Palm Beach, FL

October 2015 to January 2016

Responsibilities

Weekly footprint reports, Weekly new hire orientation, data entry, employee relations, benefits maintenance, personnel action changes, FMLA/ADA tracking, worker's compensation maintenance and tracking, Cashier /sales training, Employee files maintenance, Maintain and track employees of the month awards and birthdays, and other assignments as they present themselves.

Skills Used

Over 10 years of Human Resources experience, MS Word, Excel, Outlook

HR Specialist

Oasis Outsourcing - West Palm Beach, FL

October 2014 to October 2015

Seasonal position.

HR Generalist

PAE - Andros, Bahamas

January 2014 to July 2014

Responsibilities

Monthly drug testing, Health benefits assistance, Assist with employees issues and concerns, customer service.

HR Assistant

USAO - Miami, FL

January 2008 to February 2013

New hire backgrounds, New hire orientation, finger prints, data entry, benefits management, Filing, Customer Service, maintained training tracking data.

Education

HR Certificate

Nova Southeastern University

Skills

- MS Word, Excel, Internet explore, Ulti-pro,ADP workforce now and Totalsource, Paychex, Paylocity and Workday (10+ years)
- Benefits Administration (10+ years)
- Workers Compensation (10+ years)
- Payroll multi-state (5 years)
- employee relations (10+ years)
- recruiting (6 years)
- ADP (6 years)
- Bilingual (10+ years)
- Employee Relation
- FMLA/ADA
- Hr Generalist
- Payroll
- Benefits Management and administration (10+ years)
- compensation
- recruitment
- Kronos
- Time Management
- Conflict Management
- Computer Literacy
- Management Experience
- Excel
- Administrative Experience
- Microsoft Word
- Microsoft Powerpoint
- Performance Management
- Budgeting
- Employee Evaluation
- Customer Service
- Microsoft Office
- Ultipro
- Microsoft Outlook
- Human Resources Management
- Employee Orientation

- Interviewing
- Human Resources Management
- Employee Orientation
- ATS
- Microsoft Excel
- Spanish
- English
- HR Sourcing
- Workers' Compensation
- Office Management
- Facilities Maintenance
- Event Planning
- Talent Acquisition
- Leadership
- Management
- Negotiation
- Auditing
- Workday
- Communication skills

Languages

- Spanish and English - Fluent

Certifications and Licenses

HR Certificate

Notary Public

SHRM Certified Professional

Professional In Human Resources

Senior Professional in Human Resources

Assessments

Human Resources Skills: Recruiting — Proficient

April 2019

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

July 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Verbal Communication — Proficient

June 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Proficient](#)

Personality: Customer Service Fit — Proficient

December 2019

Measures the traits that are important for high-quality customer service.

Full results: [Proficient](#)

Recruiting — Proficient

April 2020

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Administrative Support Professional Fit — Highly Proficient

July 2020

Measures the traits that are important for successful administrative support professionals

Full results: [Highly Proficient](#)

Human Resources Skills: Compensation & Benefits — Proficient

February 2020

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

December 2019

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Work Motivation — Highly Proficient

July 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Recruiting — Proficient

April 2020

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Work Style: Conscientiousness — Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working
Full results: [Proficient](#)

Accounting Skills: Bookkeeping — Familiar

November 2020

Calculating and determining the accuracy of financial data
Full results: [Familiar](#)

Working with MS Word Documents — Familiar

August 2020

Knowledge of various Microsoft Word features, functions, and techniques.
Full results: [Familiar](#)

Management Fit — Proficient

November 2020

Measures the traits that are important for success in management positions
Full results: [Proficient](#)

Emotional Competence — Familiar

November 2020

Managing one's own emotions and understanding those of others
Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.