

# *Elsie Raquel Caba Martínez*

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Experienced Human Resources Professional with a demonstrated history. Skilled in Talent management, Microsoft Office and Customer Service. Master's degree focused in Management & Productivity and fully bilingual English and Spanish.

## **Studies:**

- Master's degree: Management & Productivity. UNAPEC.
- Bachelor's Degree: Business Administration. Pontificia Universidad Católica Madre & Maestra.

## **Courses and Seminars:**

- **Compensation.** TEP PUCMM 2019
- **Recruitment and Selection Workshop.** ADOARH Academy. 2018
- **Human Resources by Competencies.** INFOTEP.
- **Dominican Republic Social Security System and Laws.** TEP PUCMM. 2014
- **Labor Laws and Legislations for the Dominican Republic.** TEP PUCMM. 2014
- **Advanced English Course,** John F. Kennedy Language Institute. 1999-2002
- **Train The Trainer.** Development Dimensions International. 2014

## **Work Experience**

- **Human Resources Manager.** Latin America Hosted Services by BC, S.R.L, current job.

Lead the Human Resources department promoting good practices among employees. Some of the daily tasks are stated below:

- Recruitment & Selection process for new hires.
- Create and maintain updated all the policies and procedures of the company.
- Job descriptions.
- Coordinate employee activities maintaining a budget for those.
- Keep in touch with all gubernamental institutions for social security and Ministry of labor inquiries.
- Follow up on write ups on personnel.
- Coordinate, implement terminations, calculate severance payments.
- Bi-weekly Payroll.

• **Specialist Benefits / Talent Acquisition. The Recreational Footwear Company (TIMBERLAND) 09/2013 – 07/2019**

- Responsible for coordinating employee activities and benefits programs. Register all Social Security Subsidies in the corresponding platforms.
- Register all employees in the platform SUIR PLUS.
- Complete Ministry of labor reports, such as: DGT-3 y DGT-4.
- Register new hires in company systems for Administrative staff. Maintain updated employee records.
- Register and report all the payroll changes in the admin staff and direct labor.
- Offer Support to the legal department.
- Recruitment process for all the staff in the company. Direct labor and staff.
- Post job openings, review resumes, interview, hire and provide orientation for new personnel.
- Keep a record of all the job openings.

- **Human Resources Coordinator. PABE Comercial S.R.L., 03/2012-09/2013.**
- **Recruitment Coordinator, Synergies Strategic Services, 09/2009-05/2011.**
- **Human Resources Analyst. Data Vimenca, 11/2006-03/2009.**

**Referencias laborales:**

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**Pedro Armando Jiménez**

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