

Rembrand Paul Pardo

Human Resources Specialist | Human Resources Manager | Talent Acquisition Specialist | Recruiting Specialist
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Dedicated and dynamic HR professional with a robust background in recruitment, project management, and software development. Proven expertise in strategic talent acquisition, organizational growth, and efficient HR practices.

Experience

Nebula, Provo

Project Manager

08/2023 - Present

- Led the recruitment and onboarding of qualified engineers, improving team capabilities and project efficiency by 25%.
- Conducted strategic workforce planning, ensuring alignment with project goals and market needs.
- Spearheaded talent acquisition initiatives, successfully hiring and training key team members, reducing time-to-hire by 20%.
- Facilitated high-impact project meetings, optimizing communication and collaboration across a diverse team of 20+ members.
- Implemented Agile methodologies and facilitated stand-up meetings and sprints, enhancing project efficiency and collaboration by 30%.

FamilySearch.org, Lehi

Software Development Engineer in Test

04/2023 - 12/2023

- Developed and implemented automated test frameworks using JavaScript and Webdriverio, increasing test efficiency by 30%.
- Created automation scripts that reduced manual testing effort by 50%, saving approximately 20 hours weekly.
- Designed, wrote, and maintained automated test scripts for web applications, covering various functional areas and user scenarios.
- Developed and executed comprehensive test plans, test cases, and test scripts to validate software functionality and performance, ensuring rigorous quality standards.
- Collaborated with cross-functional teams to resolve over 100 software defects, enhancing product stability by 25% and improving overall user experience.

Pico Labs, Provo

Software Engineer

08/2022 - 05/2023

- Collaborated with engineers, testers, and stakeholders to align project objectives with business goals.
- Updated HRIS systems, improving data management and accessibility by 30%.
- Documented integration processes and architectural decisions, improving operational efficiency.
- Identified and mitigated project dependencies and risks, ensuring successful outcomes.
- Maintained regular updates with clients and stakeholders, ensuring satisfaction with project progress.

Brigham Young University, Provo

Concession Stand Manager

04/2019 - 12/2019

- Conducted interviews and assessments to evaluate team member performance and align with strategic goals.
- Created and analyzed detailed performance reports, enhancing transparency and supporting data-driven HR decisions.
- Coordinated logistics and optimized workflow for high-traffic events to improve operation efficiency by 20%.
- Developed and implemented strategies to streamline team operations, resulting in a 15% increase in overall productivity.

Salt Lake Community College, Salt Lake City

Recruitment Specialist

05/2017 - 05/2018

- Developed and delivered engaging presentations to prospective candidates, effectively communicating organizational values and career opportunities, resulting in a 20% increase in applications.
- Conducted thorough candidate assessments and interviews to evaluate qualifications, skills, and cultural fit, ensuring alignment with organizational needs and values.
- Utilized diverse communication channels to provide timely and accurate information to candidates, enhancing candidate experience and improving response rates by 25%.
- Led recruitment initiatives, implementing innovative sourcing strategies that resulted in a 30% reduction in time-to-hire.
- Designed and facilitated tailored training programs that boosted employee performance and satisfaction, contributing to a 15% increase in employee retention.

Universitat Politècnica de Catalunya, Barcelona

Administrative Office Specialist

09/2014 – 08/2015

- Improved office workflow by 20% through efficient management strategies.
- Implemented efficient office management strategies that improved workflow by 20%, ensuring tasks were prioritized and executed promptly.
- Served as a key point of contact for internal and external inquiries, providing courteous and effective assistance, enhancing stakeholder satisfaction.
- Produced high-quality reports and presentations with strong attention to detail.

Education

Bachelor of Science in Computer Science, Provo

Brigham Young University

09/2019 – 04/2023

- Emphasis in Software Engineering and Business
- Minor in Math
- GPA 3.75

Associates of Science in Business Management, Salt Lake City

Salt Lake Community College

09/2017 – 04/2019

- GPA 3.86 (high honors)
- Member of Phi Theta Kappa Honor Society (maintained 3.50 GPA throughout all semesters)

Volunteering Experience

The Church of Jesus Christ of Latter-day Saints, Malaga

Volunteer Representative

09/2012 – 08/2014

- Led monthly training meetings to instruct 50+ volunteers on organizational goals and leadership.
- Oversaw volunteer work in 7 major cities throughout Spain.
- Conducted regular interviews to evaluate performance metrics and enhance team effectiveness.
- Carried a 90+ hour weekly schedule for 24 months.

Skills

- **Proficient:** Automation, Algorithms, JavaScript, CSS, Leadership, Problem-solving, Microsoft Office, Adobe, Statistics, Team management, Data Analysis, Account management, Project management, Network Administration, Interpersonal skills, Recruitment Strategies, Candidate Assessment, Employee Onboarding, Performance Management, HR Policies, Compliance, English, Spanish, Catalan.
- **Moderate:** HRIS, Python, Next.js, React.js, Marketing, Marketing management, Product promotion, Splunk, SQL, Adobe analytics, Sales, Labor laws, Interviewing techniques.
- **Beginner:** AI, Google Ads, Social Media Ads, Legal assistance, Embedded technologies, Employer branding.

Certifications

Human Resources: Using Metrics to Drive HR Strategy (*LinkedIn*)

03/2024 – Present

American Staffing Association Corporate Recruiting Professional Certificate (*LinkedIn*)

04/2024 – Present

Administrative Human Resources (*LinkedIn*)

04/2024 – Present

Business Development: Strategic Planning (*LinkedIn*)

05/2024 – Present

Project Resource Management (*LinkedIn*)

05/2024 – Present