

Experience

Accenture LLP (Knowledge Acquired) New York, NY
Acquisition HR/ LHR (Location HR) April 2019 - Present

- Historical payroll/benefits/employee data retention & termination of HR services
- Completion of final Knowledge federal reporting
- 250 employee 401K transition

LHR (Location HR)

- Coordinator/facilitator of new hire orientation
- Confirmation of new joiners and collection of first day paperwork
- New joiner reporting to leadership
- Providing Accenture all needed/required historical data from Knowledge

Knowledge Group Inc.

Bridgewater, NJ

HR Analyst

Aug 2017-April 2019

- In charge of analyzing data in HCM platforms (PlanSource, Ceridian, Unanet, Fidelity, WageWorks) to provide management up to date insight of Human Resources.
- Conduct audits between HCM platforms to maintain data quality
- Troubleshoot user errors, within HCM platforms
- Partnered with IT to automate the Annual Performance Review using SharePoint
- Develop standard reports/metrics for management
- Assist with bi-monthly payroll
- Conduct new hire orientation/register new hire data into HCM platforms
- Federal reporting EEOC/US Census Bureau/ form 5500 (via Fidelity)

TransForce

Union, NJ

HR Recruiting Specialist

Aug 2016 –Aug 2017

- Source candidates by using corporate databases, third party websites & online postings
- Onboard a minimum of 2 new hires a week, collect necessary documents & enter into appropriate company systems.
- Liaison between organization and candidate, in charge of guiding new hires through transition from HR to daily tasks & operations

Andersen Windows

North Brunswick, NJ

Human Resources Coordinator

May 2016 - Aug 2016

- Employee Relations: answered employee questions dealing with compensation, PTO, FMLA, employee complaints and any other HR related issues
- Conducted interview and new hire orientation
- Executed recruitment efforts for seasonal positions through newspaper ads, external flyers, internal referrals, and created playbook for future job marketing campaigns.

Rutgers University

New Brunswick, NJ

Office Assistant/Administration

Sep 2011- May 2013

- Drafted documents & correspondence, scheduled and filed docs. for Engineering School
- Received and redirected phone calls and visitors for Engineering deans
- Digitized file records
- Checked inventory and placed orders for necessary office supplies

Education

RUTGERS UNIVERSITY

New Brunswick, NJ

- BA Human Resources Management & Labor Studies

Sep. 2011 – Jan 2016

Skills

- Fluent in Spanish (writing/reading/speaking), Microsoft Office (Excel, Word, Power Point etc.), Cloud Software, Adobe Acrobat, data analysis, HCM platforms admin