

Maydet Serrano

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Human Resources Manager, aPHR Certified

aPHR Certification-601039186aPHR

Start-ups | Manufacturers | Information Technology | High-Growth Organizations

Strategic and innovative Bilingual English-Spanish Human Resources Manager who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset.

Professional Experience

Pro Network US INC
Human Resources Manager
Information Technology
NJ & Miami, FL

July 2016-Present

Recruited to build and direct HR for US and Istanbul, Turkey. Partner with other directors and senior executives to develop new HR and business initiatives, foster employee engagement, and mobilize talent. Establish and implement short- and long-term corporate human capital plans, which include maintaining or improving employee relations, talent acquisition and development, succession planning and workforce planning.

Key Achievements

- HR Strategic Implementations: Implemented Compensation Plans, Staff Health Insurance Coverages & Benefits plans.
- HRIS Technology: Drove transition from paper base into a fully integrated HRIS & Payroll platform (BambooHR, Run by ADP and Paycor).
- Employee Relations: Introduced proactive employee relations and communications programs to resolve previous labor and management issues.
- Employee Wellness and Engagement: Designed an employee engagement strategy that improved morale, retained talent, and business continuity through multiple changes with the executive leadership team.

Baked by Melissa
Human Resources Manager
Manufacturer/Consumer Goods
Cliffside Park, New Jersey

June 2015-July 2016

Responsible for all HR functions, including: strategic planning, organizational development, staffing, training, benefits administration, employee relations, management development, and performance management. Introduced best practices into operations and other departments within the manufacture plant while managing all HR functions. Trusted advisor to a 200-manufacture workforce, plant supervisors and managers.

Key Achievements

- Built strong relationships with senior management, hiring managers and HR Business Partners to enable systematic decision making across the team

- HRIS Implementation (ADP/Workforce Now).
- Developed an Employee's Engagement Year Plan to reduce turn over and increase productivity.
- Initiated OSHA & Food Safety Compliance Program to assure employee's safety and injury protection.
- Created and implemented successful compensation plan to reduce turnover and increase engagement/retention rate.

F&E Trading LLC
Human Resources Manager
Electronics- Distribution Industry
 Somerset, NJ

September 2014- September 2015

Served as a key member in developing their HR Department with a motivational culture to encourage productivity and deliver desired outcomes. Sharp business acumen and experienced in managing broad scope of HR operations, from coordinating employee development programs and administering benefit programs to implementing information/data systems and preparing training programs. Actively provided consultative services to Executives regarding federal, state and policy compliance.

Key Responsibilities

- Analyzed wage and salary reports and data to determine competitive compensation plan.
- Implemented a HRIS/TCS (Bamboo HR and Nimble Schedule) that meets top management information needs.
- Planned and conducted new employee orientation to foster positive attitude toward Company goals.
- Training and Development Strategies that lead to a more productive, knowledgeable and motivated workforce.
- Administered Health and Benefits Plans.
- Administered and Trained OSHA Compliance
- Represented organization at personnel-related unemployment hearings and investigations.

ConAgra Foods Inc./Spicetec Flavors and Seasonings
Human Resources Specialist II
 Consumer Goods- New Jersey

May 2013-September 2014

Guided and supported HR operations, systems, and programs; worked with senior management to create policies and procedures; recruited employees and developed training manuals. Worked with plant management on employee relations; Managed leave-of-absence programs and personnel records; handled internal personnel issues, conducted interviews of employees along with reviewing daily functions to determine typical knowledge, skills, and abilities required for each position.

Key Achievements

- Collaborated on the development of "My Recipe" training for New Hires and Employees with the Human Resource Regional Manager.
- Created and Developed 42 workshop trainings to keep employees informed about Plant and Corporate policies, procedures, benefits and development opportunities.
- Proficient in PeopleSoft, Kronos, BrassRing, SuccessFactors, WOTC and ADP (HR).

Education:

Rutgers State University of New Jersey

2010 to 2014

B.S. from the School of Arts and Science & The School of Labor Relations and Management

- Major in Human Resources Management & Minor in Labor Studies
- Major in Economics