

Ilianny E. Ferreras

Miami, Florida. 33132 Cell: 321 697-9215. Email: iferreras@ymail.com

Human Resources Leader with 10 years' experience in Human Resources office administration management, legal compliance, benefits, compensation, payroll, talent acquisition, recruitment, training and development with a background in corporate office, multiple properties and in the hospitality industry.

Menin Hospitality, South Beach

June 2018 – Present

Human Resource Director/Corporate HR Recruiter

- Executive leader focused on HR business strategies in partnership with the GM and Senior leadership.
- Responsible to ensure the properties' legal compliance by monitoring federal and state applicable human resource labor requirements and updates.
- Manage, develop and implement strategies on talent and development, succession planning and retention.
- Responsible for the properties HR compliance, compensation and benefits, payroll administration, employee support, professional development and culture.
- Responsible for preparing and submitting the HR department end of month report.
- Manage and track the employee's 90-day and annual reviews, employees' issues, investigations, disciplinary actions and terminations.
- Responsible for Human Resource processes related to EEOC, FSLA, FMLA, LOA, Worker's Comp and Unemployment claims.
- Facilitate New Hire Orientation, F&B Compliance, Safety, Human Trafficking and host employee events for multiple properties.
- Strategically streamline full-cycle Recruitment/Talent Acquisition for all exempt and nonexempt applicants for multiple properties.
- Manage multiple properties job postings on LinkedIn, Indeed, HCareers, Glassdoor, ZipRecruiter and hiring events.
- Continuous HR professional development by attending educational seminars and social network.

B Ocean Resort, Fort Lauderdale

December 2017 - June 2018

Human Resources Manager

- Interim Human Resource Director for 250 associates in a 500-room ocean front property.
- Ensured the property was in legal compliance by monitoring federal and state applicable human resource labor requirements.
- Managed and tracked FMLA/LOA, PAF and Worker's Comp including employee and doctor follow-up.
- Managed full cycle recruiting, job posting, major job boards, interviews, employment offers and on-boarding.
- Assisted managers with 90-day and annual performance reviews to improve associate's productivity and morale.
- Managed ADP Workforce Now payroll system (i.e. new hires, separations, etc.) and Job Coach program.
- Facilitated New Hire Orientation, Leadership, Safety, Harassment Trainings and assisted employees with benefits and payroll questions.
- Managed employee conflict/issues, investigations, terminations and grievances by adhering to company policies.
- Continuous HR professional development by attending educational seminars and social network.

Nemours Children's Hospital, Orlando FL.

December 2016 – December 2017

Human Resource Recruitment Manager

- Developed job profiles and sourced candidates from major job boards; selected, interviewed, hired and on boarded new employees.
- Coached managers on effective interviewing techniques using human resources best practices.
- Facilitated new hire orientation program focused on the organizational goals and human resource programs that enhanced the company's reputation while conducting a harmonious relationship between employees and upper management.
- Assisted new hires with information on their wages, company policies and benefits and the necessary trainings required to complete onboarding.
- Coached managers on conducting objective employee performance reviews, setting goals and incentivize high performers to exceed expectations.
- Assisted managers with employee terminations and grievances by adhering to company policy.

CountrywideHR, Orlando FL.

June 2015 – November 2016

Human Resources Manager

- Developed monthly HR calendars, training guides, booklets and activities.
- Assisted new hires with information on their wages, company policies and benefits.
- Handled employee investigations, suspensions, grievances and terminations according to company policies.
- Facilitated HR related trainings on employee appraisals, recruitment selection and hosted job fairs.
- Delivered new hire orientations focused on fostering a safe work environment and medical benefit enrollments.
- Managed new hire and termination paperwork audit to ensure files were completed.
- Responsible for preparing and submitting HR department end of month report.

Doubletree Resort Orlando, Orlando FL.

February 2008 - May 2015

Executive Assistant & Human Resource Generalist

- Managed the day-to-day operation of the GM's Executive Office.
- Served and managed the MOD rotation coverage calendar.
- Prepared the end of month report for distribution to Hilton Corporate, Ownership and Executive Leadership.
- Developed job profiles, sourced candidates from job boards, interviewed and hired candidates in partnership with department managers.
- Coordinated training and development and assisted in job fairs/open houses.
- Served as the Care Committee, VP of Employees Relations.
- Developed monthly HR calendars, training guides, booklets and activities.
- Assisted new hires with information on their wages, company policies and medical benefits.

Technical Skills

Proficient in Microsoft Office applications Outlook, Word, Excel and Power Point, ADP Workforce Now, Paycom,
Bilingual Spanish. Effective fluent verbal, written communication and presentation skills in both languages.
Recruitment, Training and Development

Education/Certifications

Touro College, NY. Business Administration. Valencia Community College Human Resources Specialist Certification. SHRM Certificate of Achievement. Public Notary State of Florida