Debbie La Rocca

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# Summary of Qualifications

| Dedicated Human Resources Director with proven ability in the areas of training, recruitment and administration. As a Human Resources Director with over 15 years of progressive experience in managing employee relations, benefits, leave of absence, recruitment, retention, and training. Demonstrate ability in providing critical support in the development and implementation of Human Resources strategies that achieve business results. Experienced in crisis management and trained in anti-bribery and anti-corruption. Managed over 200 employees within the subsidiaries. Adept at effectively balancing organizational and employee needs and in building relationships, consensus and a shared sense of purpose. I have the ability to quickly establish trust with employees, mediate disputes and motivate others into action. Other areas of expertise include benefits administration, office insurance and Workers Compensation claims & audit. I am proficient in MS Word, Excel, Outlook, PowerPoint, ADP and Paychex. |
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# Areas of Expertise

| * *Human Resources Policies, Processes & Procedures* * *Budget Administration/Reporting* * *Employee Recruitment & Retention* * *Leave of Absence Management (FMLA)* * *Compensation & Benefits Administration Programs* * *Employee Relations* * *Performance Management* * *Legal Compliance* * *Payroll & Monthly Closing* |
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Experience

| 02/2017-Present | **Director of Human Resources, *The Miami Foundation Inc.***  Entered an organization undergoing rapid expansion as the first ever HR  Director. Built HR department from the ground up to implement HR standards  and compliance. Developed and administered various human resources plan  and procedures for all office personnel. Responsible for monitoring and  managing all IT related issues & coordinate with IT provider and staff.  Transitioned the office to a new phone provider. Perform all HR functions  including staffing and training. In charge of compensation administration,  Admin budget, maintenance and development of the Personnel System. |
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| 07/2016 -02/2017 | **Human Resources Manager –*The Ferraro Law Firm, Miami, FL.***  Manage and supported two office locations in South Florida and Washington, DC.  Oversaw all accounting, administrative, budget, facilities, HR, technical, time  entry and trust accounting. Manage relationships with outside vendors and  service providers including benefits and all insurances for the firm.  Collaborated with the Shareholders on sensitive employee issues. Identified,  evaluated and resolved issues of the Human Relations and work performance  by facilitating effective communication to improve employee and supervisor /  manager relationships thereby increasing productivity, decreasing turnover,  and limiting litigation. Developed and administered various Human Resources  plans and procedures for all company personnel and participated in  developing department goals and objectives. |
| 02/2008 – 05/2016 | **Director of Human Resources – *Traffic Sports USA, Inc. / Ft. Lauderdale Strikers / Carolina Railhawks, Miami, FL.***  Supported two office locations in South Florida providing training as well as career development for exempt and nonexempt employees. Recruit international and US interns. Solely responsible for setting up and operating Human Resources Department. Plan an integral role in developing and implementing programs and strategies in support of maximizing human capital and achieving performance goals. Lead performance management processes, including contribution ratings, salary administration, promotions, and performance improvements.  Developed and implemented Human Resources programs in areas of employment, benefits, and personnel policies, reorganization, and employment law.  Directed administration of company internal recruiting and placement program.  Developed company’s first employee handbook and policy manual to comply with federal and state laws to foster company’s culture of empathy and support for its clients and employees. |

Experience

| 02/20018-05/2016 | Designed and implemented curriculum to be used for new hire orientation,  which enhanced the company’s mission and values. Designed and instituted all  policies and forms for HR. Slashed payroll/benefits administration costs 30% by  negotiating pricing and fees, while ensuring the continuation and  enhancements of services. |
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| 11/2005-02/2008 | **International Relations and Human Resources Manager, Global Voice Group, *Miami, FL.***  Oversaw general HR activities. Managed employment claims. Resolved  Workers’ Compensation claims. Conducted new hire orientations. Reviewed  payroll and office monthly financials. Supervised and directed four offices in  Dakar Senegal, Cape Town, South Africa, Abidjan, Cote D’Ivoire and Dominican  Republic. Conceptualized and executed new hire and benefits orientation that  helped new staff members assimilate faster into the company culture, work at  peak performance and increased employee satisfaction. Reduced benefit  payments by $3,000 monthly. Made a substantial contribution in creating  company mission, values and vision statements. Coordinated the Annual  Global Telecommunications meeting event in Washington Sponsored by  Intelsat. Managed the administration for all offices. Organized Global Voice  Telecommunications 10-year anniversary event with over 600 guests. Created  all new prompts for the company. Managed recruiting, training and developing  of staff members. |
| 01/2003 – 11/2005 | **Office Administrator, Rehab Connection / West Jefferson Hospital, *New Orleans, LA.***  Supervised the administration of the rehabilitation facility for West Jefferson Hospital.  Worked with patients and their families.  In charge of payroll and record keeping.  Managed a staff of 10 therapists and 5 front office staff members.  Coordinated schedules for therapists.  Interacted with an average of 150 patients a day. Education  | 2001-2003 | Social Counseling, University of Holy Cross – *New Orleans, LA.* | | --- | --- | | 1995-1997 | Psychology, University of New Orleans – *New Orleans, LA.* |  Licenses  | Official State of Florida Notary Public | | --- |  Professional Affiliations  | SHRM – Society for Human Resource Management  COF – Council on Foundations | | --- |  Languages  | Fluent in English and Spanish | | --- | |