DEBBIE LA ROCCA

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# SUMMARY OF QUALIFICATIONS

Dedicated Human Resources Supervisor with proven ability in the areas of training, recruitment and administration. As a Human Resources Supervisor 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, and insurance and Workers ‘Compensation claims. I am proficient in MS Word, Excel, Outlook, PowerPoint, ADP and Paychex.

# AREAS OF EXPERTISE

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

EXPERIENCE

02/2017 – Present **Director of Human Resources & Administration –** ***The Miami Foundation, Miami, FL.***

Entered an organization undergoing rapid expansion as the first ever HR Director;

Lacking in organizational effectiveness with no established HR practices.

Built HR department from the ground up to implement HR standards and compliance.

Develop 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.

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 support two office locations in South Florida and Washington DC.  Oversee 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. Collaborate with the Shareholders on sensitive employee issues. Identify, evaluate and resolve 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. Develop and administer various Human Resources plans and procedures for all company personnel and participate in developing department goals  and objectives. |  |  |  |  |

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| 02/2008 - 05/2016 | **Director of Human Resources - *Traffic Sports USA, Inc. / Ft. Lauderdale Strikers/ Carolina***  ***Railhawks, Miami, FL.***  Support 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. Play 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   * Develop and implement Human Resource programs in areas of employment, benefits, personnel policies, reorganization, and employment law * Direct administration of company internal recruiting and placement program * Developed company’s first employee handbook and policy manual to comply with federal and state laws and to foster company’s culture of empathy and support for its clients and employees * Designed and implemented curriculum to be used for new hire orientation which enhanced the company’s mission and values * Personally managed layoff, job placement * 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. |
| 2005-2008 | **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 which 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 a total of over 600 guest * Created all new prompts for the company   Managed recruiting, training and developing of staff members |
| 2003-2005 | **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

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| 2001-2003 | Social Counseling, *University of Holy Cross - New Orleans, LA.* |
| 1995-1997 | Social Counseling, *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 | |