Aida Delgado

Email: [aida.delgado@fiu.edu](mailto:aida.delgado@fiu.edu)

(305) 790-7370

Human Resources Director

## INNOVATIVE | EMPLOYEE-FOCUSED | COLLABORATIVE

Results-driven professional, experienced in driving operations of Human Resources processes with excellency. Exceptional work ethics, and interpersonal skills, focused on enhancing, company productivity, HR policies, procedures and state and federal law compliance.

### Areas Of Expertise

|  |  |  |
| --- | --- | --- |
| * MSHRM –PHR Certification * Payroll Processing | * Benefits Administration * Employment Law & Compliance | * Training & Development * Bilingual (Spanish & English) |

### Professional Experience

**HR Director/August 2017 –Present**

Xtreme Action Park, Ft. Lauderdale, FL

* Transition from Paychex platform to Oasis systems for processing Payroll.
* Recruitment and Staffing of ~180 new employees during 1st yr. of employment
* Implementation and improvement of Benefit’s package for eligible associates, as well as Benefit administration.
* Prepared WC Claims and monitored process until MMI was accomplished.
* Presented back up documentation and follow up Unemployment Claims.
* Trained and counseled 32 supervisors from middle to top management, on Employment Laws to comply with state and federal regulations.
* Develop Team Member’s Handbook, with company’s policies and procedures.

**HR Generalist/ June 2015 –August 2017**

MSHS Group. Ft. Lauderdale, FL

* ADP Workforce Now–HRB Portal administrator and backup individual for bi-weekly payroll process.
* COBRA, DEO -Unemployment Compliance, Benefits Administrator, FMLA, Worker’s Comp., H1-B Immigration Visas and Exit Interviews
* Launched, implemented and overseer of performer appraisals -Reviewsnap system, to address and measure individual’s strengths and development opportunities in career advancement.
* Coordinated Leadership Development Trainings for Executive Team, Middle Management, as well as Cross-Selling and Upselling training for Sales Department.

**HR Generalist/ July 2014 –June 2015**

Miami Rescue Mission, Miami, FL

* Organized and maintained EE medical records, and personal files.
* Audited associate’s time cards. Followed up DEO unemployment cases and EE’ grievances.
* Collaborated with the Onboarding Process, and Recruiting and Staffing pre-screened potential candidates through phone interviews, and background checks.
* Collected and Recorded information for ATS, I-9s, E-Verify, and Background Checks.

**HR Manager/Office Manager January 2013- March, 2014**

Terranova Corporation. Miami Beach, FL

*Strategic partner for head of departments to assist in the continuation of the firm’s success in the commercial real estate industry.*

* Monitored daily activities for the organization headquarter ‘office, payment and allocation of billing statements for commercial property reimbursements.
* Semi-monthly processing of Payroll through Paychex, Worker’s Comp. audits and HR online launch and maintenance.
* Supported EE relations at all levels. Benefit administrator for health, dental, vision, COBRA, and 401K Plans.
* Assisted legal department with offer letters, employment contracts and state and federal compliance.

**HR Manager/Office Administrator, June 2010-January 2013**

Global Consulting & Management, Inc., Miami, FL

*Maintained and enhanced the overall business’ HR policies, programs and procedures in strict compliance with federal, state and local employment laws.*

* Managed recruiting and staffing process, including screening, background checks and employment verification.
* Developed, implemented and monitored innovative programs designed to train and retain EE.
* Collaborated across-departments to drive business processes and improve deficiencies.
* COBRA, FMLA, Workers Comp. administration, STD, LTD and HRIS Systems.

**Assistant HR Director, February 2008-May 2010**

Miami Rescue Mission, Miami, FL

*Assisted HR Director in Managing day-to-day employee relations related to processing new hires, orientations, open enrollment for health and benefits, FMLA and workers’ compensation.*

* Oversaw employee records in systems for biweekly payroll and attendance purposes.
* Executed pre-employment screenings; conducted exit interviews, and recommended any process improvements to HR Director.
* Created, maintained and updated Associate’s personnel files and medical records.

### Education & Affiliations

**Master of Science,** Human Resource Management, Nova Southeastern University, Davie, FL,

**Bachelor of Business Administration,** Human Resources, Florida International University

**Bachelor of Business Administration,** Management, Florida International University

**Society of Human Resource Management,** April 2007-Present

**Sigma Beta Delta,** International Honor Society in Business, Management and Administration

www.linkedin.com/in/adelgado-mshrm-phr