**Menin Hospitality, South Beach June 2018 – Present**

Human Resource Director/Corporate HR Recruiter

* Executive leader reporting to the CHRD and GM, focused on key initiatives and execution of HR business strategy.
* Direct initiatives for the Mondrian South Beach property with senior management to develop strategies, new approaches,

policies, and procedures to enhance the operation efficiencies.

* Recommend best practices for hiring, retention, talent development and succession planning.
* Deliver New Hire Orientation focused on brand awareness and medical benefit plans enrollment.
* Facilitate F&B Compliance and Safety trainings and host employee events for multiple properties.
* Mediate employee issues manage investigations and issue disciplinary personnel action forms as needed.
* Ensure the Human Resource functions related to EEOC, FSLA, Employee Relations, Employee Training and Development

are consistent with current laws, standards and government regulations in compliance with federal, state and local laws

related to employment and employee benefits.

* Oversee all Worker’s Compensation claims, FMLA/LOA, unemployment claims and track 90-day and annual reviews.
* Strategically plan, develop, organize, implemented streamline the Recruitment / Talent Acquisition process for multiple properties.
* Manage all recruiting efforts and hiring process, interviews, candidate screening and selection and employee

offers for both exempt and nonexempt employees for multiple properties.

* Design and implement social media practices for website presence and onsite talent acquisition recruiting projects for multiple

properties.

**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.
* Managed full cycle recruiting, job posting, sourced and selected potential candidates from major job boards, interviewed and presented

employment offers.

* Partnered with department managers to assist with candidate selection.
* Assisted managers in conducting objective performance reviews to improve associate productivity and morale.
* Assisted new hires and existing employees, benefits and payroll.
* Ensured the property was legally compliant by monitoring federal and state applicable human resource labor requirements.
* Managed the Job Coach program to map the employees career path for to growth and development into future leadership roles.
* Handled employee investigations, terminations, grievances in a sensitive, fair and respectful manner.
* Continued HR professional development by attending educational seminars and attending social network.
* Managed all PAF requisitions and ADP Workforce Now payroll system (i.e. new hires, separations, etc.)
* Managed employee conflict/issues by adhering to company policies and procedures.
* Managed Worker’s Compensation claims, FMLA/LOA including following up with employees and doctors to ensure the employee reached maximum recuperation with minimal loss of time.
* Facilitated New Hire Orientation, Leadership Trainings, reviewed and tracked 90-day and annual reviews.

**Nemours Children’s Hospital, Orlando FL. December 2016 – December 2017**

Human Resource Recruitment Manager

* Supervised the development, administration and implementation of all HR functions.
* Analyzed staffing requirements and directed the recruitment process – Instructed management regarding effective interviewing techniques using human resources methods.
* Identified talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the organization.
* Developed job profiles and sourced candidates from major job boards; select, interview and hired employees in collaboration with department managers.
* Conducted interviews for all management positions and issued hiring recommendations.
* Assisted newly-recruited and existing staff and provided them with information regarding their wages and company policies.
* Facilitated orientation programs for newly recruited staff to motivate and educate them concerning organizational goals.
* Implemented various human resource programs to enhance the company’s reputation and ensure amiable relations between employees and upper management.
* Planned and developed on-the-job training programs for team members and career development programs for managers with a focus on retaining existing talent and reducing employee turnover.
* Coached managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity.
* Handled employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal counsel, supervisors and management.

**CountrywideHR, Orlando FL. June 2015 – November 2016**Human Resources Manager

* Assisted newly-recruited and existing staff and provided them information regarding their wages and company policies.
* Handled employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal counsel, supervisors and management.
* Developed monthly HR calendars and training guides, booklets and activities.
* Delivered HR related processes such as training, employee appraisals, and recruitment selection.
* Assisted with job fairs and sourcing of candidates.
* Conducted new hire orientations, ensured new hire paperwork, and monthly reports were processed and completed.
* Coordinated and facilitated benefit and enrollment meetings.
* Focused on fostering a safe work environment.
* Responsible for processing new hires and termination paperwork and keeping the files up to date.

**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.
* Managed, scheduled and served on the hotel’s MOD coverage rotation.
* Compiled, organized and assembled information from several senior managers to prepare reports for distribution to the owners, corporate office and the Hilton flagship.
* Supervised of the development, administration and implementation of all HR functions.
* Developed job profiles and sourced candidates from major job boards; selected, interviewed and hired employees in collaboration with department managers.
* Assisted with training and development materials for in-house trainings.
* Coordinated and participate in job fairs/open houses.
* Served as the VP of Employees Relations for the hotel’s Care Committee.
* Coached managers on the process conducting objective performance reviews, and goal setting to improve productivity.
* Handled employee terminations, grievance in a sensitive, fair and respectful manner.

**Technical Skills**

Proficient in Microsoft Office applications Outlook, Word, Excel and Power Point, ADP Workforce Now

Effective presentation, verbal and written communication skills

Recruitment, Training and Development

Bilingual fluent in Spanish

**Education/Certifications**

Touro College, New York, NY. Business Administration

Valencia Community College Human Resources Specialist Certificate and SHRM Certificate of Achievement. State of Florida Public Notary