**Janin Castro, MSHRM**

Miami, FL 33196

(Available for Relocation)

305.930.4482 | [janincastro25@gmail.com](mailto:janincastro25@gmail.com)

Experienced Human Resources Management Professional with a demonstrated history of working in a wide range of industries. Skilled in HR Consulting, Labor Law, Recruitment, People Development, Interpersonal Skills, Training Delivery, Compensation, Benefits implementation, Performance Appraisals and Employee Relations,

**Education:**

Florida International University | Miami, FL| Master of Science | Human Resources Management

Florida International University | Miami, FL| Bachelor of Science in Communication

**07/2017 – Present**  [**La Centrale**](http://www.lacentralemiami.com) **Miami, FL**

[**www.lacentralemiami.com**](http://www.lacentralemiami.com)

**Director of Human Resources**

Successful implementation, leadership and operational oversight of the Human Resources department on all business functions in one of the largest non-hotel retails, food and beverage operation in South Florida with a 40,000 square foot Food Hall comprised of 14 brand owned/operated food/retail concepts, a live music venue, cooking school and retail shops with 300 employees and 1.13 million visitors in one year.

* Oversee the human resources department which includes, on-boarding, legal compliance, learning & development, compensation, benefits administration, wellness initiatives, employee relations, performance management and other human resource operations across all company offices.
* Developed and implemented an annual recruitment and retention strategy which in Q1FY19 reduced cross department turnover by 34%, realizing an estimated quarterly savings of $112,275 in cost.
* Manage three third party executive search and recruitment firms as well as the Company’s payroll processing company Unify/iSolve.
* Implemented new payroll system and saved the company an average of 125k a year.
* Reduced turn over by 20% by implementing a Training and Development and Rewards & Recognition program.
* Control the annual training & development budget of $325,000
* Provides recommendations on workforce planning and organization development
* Develops and recommends policies and procedures to support goals and values
* Recognized for leadership in providing guidance on policies & procedures to meet business needs
* Collaboration with other departments to identify and fill existing or potential gaps in the company workforce
* Providing direction and input on the overall Human Capital strategy as well as other HR strategies that impact business and client needs
* Monitoring attrition and retention trends

**08/2016 – 07/2017** [**Faena Hotel & Residences**](http://www.faena.com/) **Miami Beach, FL**

[**www.faena.com**](http://www.faena.com)

**Human Resources Manager**

Luxury hotel group with locations in Miami and Buenos Aires awarded Forbes 5-Star

Supported 700 employees and managed 3 Direct Reports.

* Administration of all aspects of medical Benefits in addition to, workers compensation claims, EEOC claims, employee relations, counselling, disciplinary actions, terminations and exit interviews.
* Reduced workers compensation claims by 18% by implementing Work Safety Program.
* Implemented new Training and Development program in order to reduce turnover by 25%
* Control Hr annual budget of $350,000
* Partner with legal counsel as needed on personal and management matters.
* Conduct management compliance training on harassment, labor laws, selection and screening and recognition programs.
* Managed company performance evaluation program and assisted executive management with annual reviews.

**03/2012 – 08/2016 Labor Law HR Management Consultants Miami, FL**

<http://www.hrmcs.com/>

**HR Consultant**

* Hired in 2012 as Jr. Consultant for HR Management Company working 2012-2013
* Re-hired in 2016 as HR Consultant
* Clients varied across business segments; multiple clients in the hospitality industry
* Proactive approach providing technical consultations helped client’s prevent lawsuits
* Coordinate, develop and facilitate training programs to clients based on HR needs
* Investigate clients on EEO complaints and recommend resolution alternatives, write analytic and descriptive reports, resolution recommendations and review client payroll for discrepancies

**11/2014 – 12/2015**

<https://www.ipcoop.com/about-ipc> **IPC - Subway Miami, FL**

**HR Generalist**

* Responsible for all HR related administration including employee relations, training, employment, recruitment, compliance, leave administration, benefits administration, payroll, performance reviews and events/recognition programs
* Conducted progressive discipline including terminations.
* Reduced labor cost by 18% by implementing new payroll system and monitoring employees time and monies paid out.
* Assisted in the development and evaluation of reports, decisions and results of department in relation to established goals.
* Recommended new approaches, policies and procedures for continual improvement in efficiency of all departments
* Conducted and facilitated the implementation of payroll system, training and development program, benefits program, employee recognition program, tools and processes designed to improve management and employee performance, productivity, engagement and business results.

**ADDITIONAL WORK EXPERIENCE:**

2014 IATA/RANDSTAD Miami, FL

HR Assistant Manager (Temp Contract)

2010 - 2012 Gaumard Scientific Miami, FL

HR Coordinator

2008 - 2010 Mori Lee Designs Miami, FL

HR Coordinator

**Languages:**

Bilingual | English and Spanish