**Martha Ayerdis**

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**Human Resources Management:** An accomplished Human Resources professional with a solid reputation for implementation of policies and procedures to help the company to increase profitability, employee satisfaction and overall productivity. Dedicated and passionate about developing strong employee relations and exceeding organizational goals. Reputation for displaying integrity and professionalism at all levels.

**Professional Experience**

*ISACO International, Miami Lakes, Florida 8/2017 to present*

**Director of Human Resources**

Directed all human resources activities for a company with 150 employees in Florida and New York. In charge of a high volume of recruitment including executives, exempt, non-exempt and seasonal employees. Manages employee relations, benefits, unemployment hearings, Kronos/attendance, and career development functions. FMLA and Worker Compensation administration.

**Key Achievements**

Created a process to follow properly documentation for write ups and counseling.

Developed and organized hiring strategy that immediately replaced all open positions

Devised recruitment initiatives. Create an internal handbook.

*Brandsmart USA., Miami, Florida* 6/2014 to 7/2017

**Human Resources Manager**

Directed employment activities of 250 regular associates and up to 100 seasonal associates that included recruitment, hiring, promotions, dismissal, performance evaluation, training, worker compensation, FMLA administration, some payroll, and unemployment hearings. Coaching and mentoring the senior management team. Supervision of the training department.

*Italian Fashion Import USA., Miami, Florida* 4/2012 to 5/2014

**Director of Human Resources**

Directed all human resources activities for a company with 200 employees including recruitment, employee relations, benefits, payroll -ADP- worker compensation, FMLA, safety, unemployment issues and training and development for senior management team to ensure that human resources initiatives support the segment’s business strategy and attainment of business goals.

*Para-Medx Inc., Miami Lakes, Florida* 1/2010 to 3/2012

**Director of Human Resources and Public Relations**

Directed all human resources activities for a company in two states, -Florida and Washington state- including nation-wide recruitment, talent acquisition of Nurse Practitioners, Medical Directors, Physician Assistant and Phlebotomists. Develops and implement compliance policies and procedures based on AHCA. Participate in Quality Assurance Program and provides ideas for improvements.

*MWL Management Inc., South Miami, Florida* 1/2006 to 12/2009

**Director of Human Resources**

Directed all human resources activities for a company offering human resources services. Managed talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding. Develops training and performance management program that ensures all employees were familiar with their job responsibilities, as well as relevant legal and safety requirements. Handles investigation and resolution of employee issues, concerns and conflicts. Coaching and mentoring the senior management.

*United Health Care., Sunrise, Florida*  1/2003 to 1/2006

**Marketing and Sales Manager**

Directed the marketing and sales functions of fifteen inside representatives in Dade and Broward counties. Managed the field’s concept, practices and procedures. Implemented new sales techniques to increase the sales of existent products. Served as liaison between the corporation and the Department of Elder Affairs and Agency of Health Care Administration (AHCA).

*Department of Children and Families, Miami, Florida*  1/1993 to 1/2003

1. Human Resources and Labor Relations Specialist
2. Payroll Coordinator for approximately 5,000 employees
3. Recruiter
4. Foster Care/Trust Funds Coordinator

*University of Miami – Reach Project-Alzheimer study* 1/1992 to 12/1992

**PT-Case Manager**

Provides support and expertise through comprehensive assessment, planning, implementation and overall evaluation of individual patient needs. Coordinates the provision of social services to patients and families.

*PacifiCare of Florida, Coral Gables, Florida*  1/1989 to 12/1992

**Assistant Director of Medicaid Program**

Manage the enrollment process. Supervision of ten Medicaid and Medicare sales’ employees. Assist the director with the coordination of social services and case management functions into the patient care, discharge and home planning process. Liaison among the company program, department of Elder Affairs and the Agency of Health Care Administration (AHCA).

**EDUCATION**

University of Miami, Executive MBA 2004 – Major in Health Administration and Policy

University of Miami, Graduate Program 2003 – Human Resources Management Certificate

Saint Thomas University, Bachelor of Arts 1992 – Criminal Justice

Florida International University, Graduate Program 1993 – Human Resources Administrator Certificate

**MEMBERSHIP**

Society for Human Resources Management – 1998 to present

American Society for Public Administration (ASPA) – Member since 2004 to present

**AWARD RECEIVED**

* 2016 Volunteer Award for Coaching Job Corps students
* 2011 Minority Women of the Year Award from the Minority Chamber of Commerce
* 2010 Carol Glassman Donaldson Award for ASPA Outstanding member
* 2002 Davis Productivity Award from State of Florida and Florida Tax Watch