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**North Miami, FL 33161**

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**Marcell Cabrera**

**OBJECTIVE**

As an experienced Human Resources Manager/Generalist/Specialist, Office Administrator, Admissions Coordinator, Travel Coordinator and

Payroll Processor, I am seeking an opportunity within a corporation where I may utilize my administrative, educational, organizational and

support skills and experience.

**EXPERIENCE**

**2010 - 2018, The New FL Majority, Miami, FL**

**Human Resources Manager/Office Administrator**

* **Human Resources** – Hired personnel for all types of positions. Statewide/Nationwide full background search, Level II search, DMV search for driver positions as well as all employment and personal references. Tracked all background searches and drug test results in a timely manner to ensure start date of employee effectively. Everify for all new hires. Placed classified ads in CareerBuilder, Monster, Craigslist and all local publications as well as handling and setting all arrangements and locations for job fairs.
* **Employees -** Full New Hire Orientation, trainings, and packets issued one the first day of employment as well as explain in detail company policy & procedures. Updated Employee Handbooks, company policy and procedures, and all pertinent documentation that required updating. Responsible for acknowledgment of employee birthdays, employee of the month, employee of the year as well as all preparations required such as plaques, gift certificates, etc.
* **Reporting** – Various daily, weekly, monthly reports sent to CEO, CFO and/or Supervisors and managers.Reports included New Hired Employees, Employee 90 day/annual evaluations. Terminated employees by year, Unemployment claims per year, Workers Compensation claims per year, Employee Anniversary, Employee Birthday, Benefits Administration, etc.
* **Talent Acquisition/Onboarding/Recruitment -** Located and reviewed potential employment applicants for specific positions and ensured to match candidates to fit the job descriptions. Full on-boarding process; placing classified ads, phone/skype/face to face interviews. Offer letters, new hire processing, new hire orientation.
* **ADP –** Entered all new hires into ADP as well as all terminations. Entered deductions for health benefits and other necessary deductions such as garnishments, loans etc. Entered updated employee W4 information, change of address, etc. Generated multiple reports for Health Census, I9 expiration dates that required renewal and proof of updated documentation. Reports generated were terminations, I9 expiration dates, employee censor reports, medical deduction reports etc.
* **Time & Attendance –** Tracked all employee schedules, hours worked, days worked as well as missed for reporting purposes. Obtaining hourly rates through schedules for reporting purposes. Handled, tracked and advised managers of all vacation, sick, personal time, leave of absence requests from all employees thru excel reports.
* **Worker’s Compensation** – Handled all injuries reported, obtained written statements from the employee, supervisor/manager. Worked closely with Worker’s Compensation Insurance carrier, in processing and expediting claims. Ensured employee statements are submitted in writing for fraud purposes. Submitted all wage information statements to the insurance carrier as well as assured all employees attended all doctor’s appointments and follow ups. Once employee was cleared to return to full duty, I assured they were placed back to work immediately to avoid legal issues.
* **Unemployment Benefits Compensation** – Handled all incoming claims in a timely manner via internet, then followed up via fax to ensure all information was received by Unemployment Benefits Division in Tallahassee, FL. Attended all Unemployment Appeals Hearings by telephone to assure the best decision was made by the officer at hand. After each quarter, a report was sent to the company in order to appeal any and all claims that were unjustly paid out to the employee. Kept records, binders and updated spreadsheet with all claims.
* **Day to Day Operations** - Maintained all supplies, maintenance on all copiers, computers, Fax machines etc. Payroll for 60 + employees as well as I paid quarterly taxes for IRS and Unemployment. Processed time cards, sick, personal and vacation days. (Forms included UCT 6, 940 and 941).

**2008- 2010, University of Miami Hospital, Miami, FL**

**Employment Generalist**

* Processed new employees (extensive background searches, initial drug screen exams, set up physical appointments)
* Extensive excel spreadsheets monitored all information on new hires in the process. Set up files.
* E-verify – processed each individual into a web based company linked to Homeland Security to verify identifications.
* Licensures – Verified licensures for Registered Nurses, Certified Nursing Assistant, Technicians for Radiology, Radiation and all clinical departments.
* Informed New Hires of mandatory trainings, including issuing a number to each individual that tracks their trainings.
* Facility Orientation – set up a new employee to attend mandatory Facility Orientation (included preparation of the room, ordered refreshments, orientation packets, informed all directors of new hires into their departments etc.)
* Hired new employees into Lawson/ADP, two day step. On the following day of Facility Orientation they are hired into the system.

**2006- 2008, Sander & Associates, PA, Aventura, FL**

**Office Manager/Executive Assistant**

* Responsible for all aspects of handling an office, such as payroll, HR, accounting, bookkeeping, ordered supplies, etc.
* Entered all new and potential clients into Act. Maintained and updated database frequently.
* Worked closely with financial institutions and insurance companies to process life insurance, retirement plans and annuity policies.
* Handled all mass marketing for the company, such as mass mailing through internet, email and mail.
* Responsible for five real estate properties. Ensured maintenance, upkeep, property management, city code violations, and all payments of mortgages, utilities and property taxes.
* Assisted the president in sending out correspondence, arranging all travel arrangements, and personal matters.

**ADDITIONAL SKILLS**

* Microsoft Word, Excel, Access, PowerPoint, Outlook, Act, in both Macintosh and IBM platforms
* QuickBooks Pro 2010, Raiser’s Edge, Blackbaud, United Healthcare E-services, Merlin, TAO, ADP Payroll, ADP Report Smith. Time & Attendance.

**LANGUAGES**

Bilingual; Fluent in English and Spanish with outstanding communication skills in both.

**EDUCATION**

**Miami Dade College, Miami, FL**

BA: Business Administration / Human Resources Management

**REFERENCES**

Will be furnished upon request.