**Milagros Sandoval *msandovalesq@yahoo.com*  *(360) 420-6399***

**OVERVIEW**

Resourceful and accomplished professional possessing a broad spectrum of experience in employment law and human resources practices. Strategic planner with attention to detail and outstanding organizational development, who achieves goals through collaboration and innovation that connects employees and managers to one another. Ability to build trust and deal effectively with people from different backgrounds and educational levels.

**PROFESSIONAL EXPERIENCE**

**2014 - Present HR Manager**

XPO LOGISTICS SUPPLY CHAIN, Davenport, FL

As a key member of the HR Leadership team responsible for execution and management of the Human Resource function supporting 6 sites at southeast region.  These sites support different clients such as Boeing, Honeywell, Ingersoll, Toyota and Disney. In a daily basis, provide operational support and management of HR functional activities including recruiting, succession planning, workforce stabilization, compliance such as ITAR, compensation, benefits, team relations, team member development and employee communications for the Region.

* Facilitate long-term initiatives aligned with the strategic agenda.
* Coordinate local implementation of enterprise and campus sponsored initiatives including but not limited to engagement survey, talent and succession management, and training initiatives.
* Deliver people processes to ensure employee capabilities meet current and future standards within an employee-oriented company culture that emphasizes quality, continuous improvement and high performance.
* Promote feedback mechanisms for employees to influence the continuous improvement of HR services and process.
* Improve the performance of others by facilitating a strong leadership and coaching culture.
* Provide support in the delivery of appropriate HR and employee training initiatives utilizing subject matter expertise.
* Works closely with leadership team to administer and enforce the corporate policies and programs related to HR
* Answers inquiries from employees regarding policy and procedure issues
* Enters information into HRIS System and is responsible for the data integrity of the system
* Conducts exit interviews and shares feedback with HR Business partners to identify trends and identify any problems which may be occurring
* Administers and assists in the development and implementation of the performance management cycle.  Provides guidance and direction to employees with emphasis on maintaining a high performing work environment.  Emphasis on coaching, counseling, policies, procedures and standards.
* Conducts internal investigations as appropriate.

**2013- 2014 Human Resources Manager**

TAYLOR FARMS - Orlando, FL

Played a role in creating a great place to work by instilling confidence in the managers and associates that they are unbiased and neutral in facilitating resolution to issues and concerns. (600+ employees)

* Conducted investigations into employee relations complaints and made recommendations on appropriate resolutions.
* Responsible for ensuring that employee policies, practices, and programs were consistently applied to avoid favoritism.
* Maintained the open door policy.
* Supervised the development, administration and implementation of all HR functions, such as: interviewing, recruitment, appraisals, training and professional development, and associate relations activities.
* Implemented and developed the Safety Program for the plant according to federal and state guidance.
* Managed the workers compensation program by keeping the provider informed of any changes in the injured employee status by offering a light duty accommodation.
* Prepared the HR Department for monthly, quarterly, an annual audits conducted by different entities.

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**2012 to 2013 Human Resources Manager**

J&J SNACK FOODS –Weston, OR

Senior level human resources professional responsible of the implementation of the union contract, administration and compliance with ADA, Affirmative Action, EEOC, OSHA/WISHA, HIPAA, recruiting, training, policy and procedures, benefits administration and all related personnel activities.  (200+ employees) Specific accomplishments:

* As a one person department managed and developed all human resources services, which included writing, updating and implementing employee handbooks, policy and procedures manual and training requirements.
* Maintained a good relationship with Union Representatives and Shop Steward by keeping a respectful and professional approach.
* Helped the management to pass several audits by meeting all human resources/safety standards.

**2011 to 2012 Human Resources Manager**

HOLTZINGER FRUIT – Yakima, WA

As part of the leadership team provide support, coaching, and counsel to the managers and general staff members in all human resources areas. (150+ employees)

* Provided advice and assistance regarding Federal, State and local legislation and regulations

pertaining to employment law.

* Provided recruiting assistance by posting advertisement in different sources, reviewing resumes, pre-screening prospects, scheduling interviews and assisting with the selection.
* Assessed and coordinated training programs to comply with different laws and regulations such as CPR, Bloodborne Pathogen and Hygiene, Violence and Sexual Harassment at the workplace.
* Maintained and modified company job descriptions according to new legislation such as ADA.
* Administrated benefits programs: medical, dental, vision, 401k, etc.
* Responsible of implementing 90 days and annual performance appraisals.
* Investigate all kind of employees’ complaints, accidents, unemployment and worker's compensation claims.
* Maintained employee records, certifications, company information under strict confidentiality.

**02/07 to 10/07 HR Coordinator (Temporary)**

Hemplers Food Groups - Ferndale, WA

Temporary appointment through Express Employment Professionals. Offered support with all human resources functions such as job posting, recruitment, new employee's orientation, trainings, safety, disciplinary actions, drug test, and performance evaluations. (100+ employees) Specific accomplishments:

* After meeting individually with each employee, prepared the job descriptions for the personnel.
* •Created a new employee orientation procedure that includes a safety/ hygiene video, test and handbook.
* Organized an ESL class for the monolingual staff that was offered after working hours, three days a week

for a 3 months period. (25 employees received a certificate)

**07/99 to 5/03 Administrative Judge**

Personnel System Administration Board of Appeals - San Juan, PR

Senior level legal professional responsible for offering support to the President by presiding formal hearings related to labor relation issues such as classification, retribution, layoff, overtime, and disciplinary actions.

* Successfully managed a workload of over 200 cases.
* Evaluated the evidence and written recommendations to the Board establishing the facts and the appropriate disposition of the case according to law.
* All written recommendations submitted to the Board were approved.

**EDUCATION**

**Juris Doctor** InterAmerican University- School of Law - San Juan, PR

**BA** University of Puerto Rico - San Juan, PR

**SKILLS**

Knowledge of computer software programs such as Word Perfect, Word, Excel, Power Point, Outlook, ABRA,

ULTIPRO, ADP, KRONOS and LAWSON. Typing speed 50 wpm. Fully bilingual English/Spanish. OSHA Certified.