To Whom It May Concern:

Attached hereto you will find my resume for your consideration. Briefly, my qualifications include significant experience and substantial academic credentials. My background has given me the opportunity to accumulate great experiences and skills in human resources, executive management, project management, sales and much more.

Overall, I am a motivated, self-starter, dedicated individual with a go getter attitude. As there is more to relate, I look forward to our meeting to discuss in detail how our union can be of mutual interest.

Thank you for your consideration.

Sincerely,

Odalis Martija

*Experience and Qualifications:*

**MassMutual Senior Director of Talent**

2018-Present

* Responsible for vendor & program management of external vendors providing services to our Talent Acquisitions vendors such as LinkedIn, CareerBuilder, Job Board.
* Backgrounds assessments and vendor negotiations
* Coordinate and facilitate business reviews, training for TA team
* Create presentations for potential new vendors with Talent Leadership team.
* Conduct training courses and briefings, related to our HR systems, policies and procedures.
* Executes on the strategic partnership plan with all vendors.
* Drive execution of the analytics, seek out new or revised system solutions to deliver better reporting and analytics on TA supplier management.
* Work collaboratively with HR to analyze and develop forecasting and trend reports in multiple geographic areas to provide valuable insights to TA team on current trends within recruitment and make recommendations based on those analytics.
* Responsible development of TA reporting - requirements for company hires, recruiter metrics, overall TA service delivery and much more.

# Benihana (RA, Haru & Samarai) Director of Talent Acquisitions & Diversity 2016-2018

* Develop, execute and enforce Recruiting Strategies
* Develop and implement programs, plans, policies, and procedures for recruitment, selection, and job placement.
* Plan and direct activities to carry out functions such as developing sources of qualified applicants, screening applicants, evaluating applicant qualifications, scheduling and conducting interviews, administering tests, and performing reference, background and/or credit checks Maintain written and verbal communication with hiring managers and applicants.
* Develop and manage employee relocation programs.
* Write and maintain job descriptions.
* Develop and maintain internal recruitment team and ATS administrative nationwide.
* Manage and automated resume and applicant tracking systems.
* Develop, maintain and improve methods for using technology to enhance the recruitment, screening and hiring of qualified individuals, including company website recruiting page and vendor sites.
* Develop and improve social media and networking sites to expand our four company brands.
* Manage the use of current applicant tracking system ICIMS system for all regional and general managers.
* Develop, launch, maintain and manage recruitment campaigns with educational institutions, employment agencies including on-campus and off-site recruitment programs including job fairs, trade shows, and media presence.
* Develop training and orientation programs for new hires
* Develop, implement and monitor the consistent utilization of a universal new employee orientation program for all new hires within the Company’s four brands.
* Development and implementation of company succession plan.
* Coach managers on effective methods to improve recruiting and hiring efficiencies and reduce turnover.
* Develop and analyze data and produce reports on recruitment activities, applicant flow, interviews, hires, transfers, promotions, and turnover by different regions.
* Prepare recruiting budgets, projections, and employment policies, procedures, and practices.
* Develop and monitor spending against the departmental budget.

# TMF Group Regional Recruitment Manager for the Americas

# 2016-2016

*Strategic Sourcing:*

* Develop and implement search strategies for targeted positions, new business initiatives and identified skill areas.
* Develop and define competitive intelligence by key market, functional area and skill set to support talent pipeline initiatives.
* Provide recommendations and recruiting insight as a ‘thought leader’ to support future business growth.
* Attend talent networking events and all talent channels internally and externally.
* Contribute to build strategic and creative ideas to offer to the broader global talent acquisition team.
* Implemented a new ATS system domestically and abroad

*Group Brand:*

* Exemplify the company brand in all daily activities in order to represent the company through social media outlets, online advertising and collateral.
* Create effective methods in developing pools of qualified candidates.
* Key Metrics and Measurement:
* Develop key metrics to measure ROI, influence future decisions and resource allocation.
* Leverage the use of selection criteria to present best fit applicants to internal clients and assist hiring managers to engage in effective and productive interviews.
* Utilize talent recruitment information to project possible future business needs and consult with internal clients to deliver collaborative solutions and make adjustments to talent strategies when appropriate.
* Work with domestic and international universities to build relations and expand brand awareness.

*Internal Guidance for Hiring Managers:*

* Manage a team of 8 recruiters in the US, Canada and Latin America
* Train, counsel and guide hiring managers through the interview process and provide them with the materials to support these efforts.
* Provide colleagues and peers with the influence and support needed to network across all platforms to attract talent to the company.

# Costa Farms Corporate recruiter/Organizational Development Manager 2013-2016

## Recruitment

* Strategically support, source, and staff top talent for various lines of business operations ranging IT, finance, sales, and marketing, horticultural science and more
* Consult with internal business partners on the recruiting process and compliance guidelines
* Built social networks to find qualified candidates
* Proactively forecast hiring needs and work with businesses partners to create a strategy plan of action
* Extensive domestic and international University contact networking and development
* Hold a talent retention rate of 85% annually
* Designed and implemented company recruiting process policy

## Organizational development

* Developed and implemented a companywide internship program
* Developed a week long new hire orientation training to include four company locations
* Worked in building innovative approaches for implementing strategic solutions
* Established leadership and team building training
* Maintained and grew a literacy program for company field labor in various sites
* Created customized training plans for new senior management
* Worked to achieve continuous improvement of company trainings

# Consulting Project with Eymaq Enterprises 2011 – 2013

Worked on a consulting basis to develop a human resource departments, policies and procedures, talent acquisition, employee retention, workers compensation, benefits negotiations and employee manual.

# Human Resources Manager JW Marriott Hotel Miami 2008 – 2011

## Human Resources Office Duties

* Created wage scales and analysis to determine competitive employee compensation.
* Plans, organizes, and controls all activities of the department. Develops department goals, objectives, and systems.
* Directly supervises Human Resources Coordinator responsible for Employee Events and Human Resources Assistant responsible for data entry, record maintenance, and payroll processing.
* Recommends new approaches, policies, and procedures to effect continual improvements inefficiency of department and services performed.
* Evaluates reports, decisions, and results of department in relation to established goals.

## Human Resources Manager Duties

* Participates in administrative staff meetings and attends other meetings, such as seminars.
* Provides consulting and Human Resources support to managers and employees to ensure the hotel’s mission and goals are met.
* Develops and implements Human Resources objectives and programs for the Hotel.
* Responsible for developing, implementing and communicating a comprehensive personnel program.
* Develops policies and procedures in accordance with Senior Management.
* Directs and coordinates all Human Resources related activities, such as employment, compensation, employee relations, recognition programs, payroll, unemployment, student exchange program, and Workers Compensation, OSHA and employee benefits.
* As with prior company implemented more effective Human Resources data program; People Track to keep better recordkeeping of applicants, employees, benefits, position control, EEO, OSHA, workers compensation and COBRA.

## Employment

* Develops and administers an effective recruitment program.
* Conducts recruitment effort for all exempt and nonexempt personnel, trainees and temporary employees.
* Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and salary budget; analyses compensation, monitor performance evaluation program and revises as necessary.
* Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
* Assist employees and public with personnel information and interpretation of Personnel policies and procedures.
* Establishes and maintains department records and reports.
* Coordinates with local universities and conducts job fairs internally and externally.
* Implemented same day offers to applicants as well as offer letters to all new hires.

## Benefits

* Performs benefits administration to include claims resolution.
* One-on-one Benefit Enrollment
* Annual Employee Holiday Celebration
* Implemented Human Resources Monthly Packet with information, calendars, birthdays, anniversaries, and evaluations due and pending.
* Implemented new recognition programs.
* Conducts Monthly Celebration. *Safety*
* Heads Safety Committee Meetings.  Conduct safety walkthroughs.
* Reports and monitors worker’s compensation claims.
* Coordinates work between employee and insurance carrier

## Green

* Implemented a green committee, as chairman to complete Hotel Green certification.
* Earned & obtained Florida Green Lodging Program certification for the Hotel within nine months.
* Added benefit for the organization in press releases, signage, marketing material while continuing to grow environmental initiatives.

## **Human Resource Agent Randstad North America**

2005-2007

Human Resources

* Consult on employment retention, proper compensation and turnover reduction.
* Mediation, dispute resolution, disciplinary procedures and employee counseling
* Monitor and assess potential impact of changing business and economic conditions and respond accordingly to ensure maximum profitability.
* Oversee all HR employee compliance issues, and research all complaints.
* Provide recruitment, evaluation and salary negotiations of applicants/employees for over 150 clients.
* Generate various reports for survey completions and benefit information tracking.
* Coordinates recruiting activities with local colleges, universities and job fairs, creating and designing local events to promote company recognition all while maintaining an appropriate budget.
* Maintain permanent employee personnel records in accordance with the EEOC, FMLA and OSHA.
* Hired, trained, and motivated employees for top performance and to function as a team.
* Process new hire paperwork, payroll, employment verifications, educational background, physiological evaluation, background, drug, and credit checks.

Sales and Marketing

* Develops a sales strategy for the market that ensures attainment of company sales goals and profitability.
* Maintains accurate records of all pricings, sales, and activity reports submitted by Staffing Consultants.
* Build and maintain an account portfolio of clients and prospects with top employers and business segments in the local market.
* Assists Staffing Consultants in preparation of proposals and presentations. Controls expenses to meet budget guidelines.

**Education:**

Masters in International Business, (MIBA)

Bachelors in Business Administration, (BA)

FIU/NOVA Southeastern University

**Skills :**  Proficient in MS Office, Internet Research, Prism, People Soft, Outlook, Taleo,

Wonderlink, Mapics, Medi-Soft & overall computer literate, People Track, Ultipro, Page Up

**Languages:** English & Spanish/Bicultural