**Zuleika Perera**

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Dynamic, results-focused full life human resources professional with commitment to client services and coordinating human resources activities. Proven 10+ years history of success identifying and administering successful recruitment strategies and training programs. Builds and maintains candidate relationships to ensure a consistent talent pipeline. Proven ability to self-manage multiple responsibilities by a broad array of sourcing channels.

**PROFESSIONAL EXPERIENCE** 

**Big Bend Cares, Tallahassee, FL May 2019 – Present**

*Chief Talent Officer*

* Develops and updates Human Resources policies and procedures.
* Leads and assists with change management initiatives and other programs that support the organization in achieving its objectives.
* Develops and oversees the talent acquisition strategy for the company both Big Bend cares and Care Point needs.
* Remains current on legal requirements and the impact of related laws, rules and regulations.
* Guides and influences senior management on strategic Talent Acquisition issues across multiple functions/locations.
* Ensures continuity and consistency of candidate acquisition strategy, company culture and recruiting best practices.

**Automated Health Systems, Tallahassee, FL January 2015 – Present**

*Human Resources Manager*

* Monitored and maintained complete personnel records, assuring timely performance evaluations and compliance with relevant regulations.
* Managed intensive onboarding / training plan and programs for staff.
* Partnered with managers to structure competitive offers based on knowledge of the marketplace and internal data.
* Recruited, hired and trained staff according to policies.
* Processed all employee relations issues and served as a primary resource of formation and guidance interpreting policies for employees.

**Kaye Scholer LLP, New York, NY/ Tallahassee November 2012 – October 2014**

*Senior Human Resources Recruiting Consultant*

* Provided full life cycle recruitment support of talent acquisition efforts for Firm Wide Legal and support staff with a focus on developing and implementing recruiting plans and strategies.
* Worked with the business group to develop annual and quarterly talent acquisition and talent management business plans (taking also into consideration succession planning and promotion processes) that result in a competitive talent sourcing, screening, interviewing and selection strategy, securing only the best talent for their respective business groups.
* Partnered with managers to structure competitive offers based on knowledge of the market place and internal data.
* Maintained cost-effective and timely recruitment processes that are aligned with Firm goals and objectives and within cost-per-hire parameters.
* Implemented various social media/networking opportunities to attract top talent, including diversity outreach, job fairs, community efforts and alternative job boards.

**CareerSource Capital Region, Tallahassee, FL. November 2012 – April 2014**

*Human Resources Business Consultant*

* Analyzed federal, state and local statistical data to provide comprehensive Human resources consultations
* Recruited, screen and schedule candidates for interviews according to the guidelines established by hiring managers.
* Conducted needs assessments of businesses and candidates in order to identify barriers to meeting hiring and employment needs.
* Provided soft skills training.
* Achievement – obtained certification as a Dynamics Works Motivational Career Coach.

**Bada Media Entertainment, Miami, FL. June 2008 - October 2012**

*Manager Recruitment /Talent Development*

* Developed job descriptions, conducted market surveys and benchmarking in determining salary guidelines and ranges.
* Conducted structured interview process, while gathering appropriate data for EEOC purposes and maintenance of applicant and requisition tracking system.
* Sourced, screened and interviewed candidates and referred qualified candidates to appropriate hiring manager for further consideration.
* Worked directly with managers, developed staffing initiatives in order to reduce the time to fill, increased internal

mobility and achieved outreach goals. Reduced turnover by optimizing the new hire experience.

**Norwegian Cruise Line, Miami, FL. May 2004 – May 2008**

*Human Resources Management & Organizational Development Specialist*

* Coordinated and managed all administrative and logistical aspects of learning and development, including identifying and procuring external or internal venues, contracting with external vendors, generating relevant invitation lists, running webinars and other virtual meetings and coordinating the tracking of required training.
* Worked closely with Senior Managers, OD and collaborated with business leaders to develop relevant course content and to plan cohesive curricula that aligned with and supported business strategy.
* Formulated training policies, programs, and schedules, based on knowledge of company’s identified training needs, company processes and business systems.
* Researched training ‘best practices’ and advised as to the most effective approach to program design and presentation.
* Built library of content, including multimedia visual aids, eLearning, mobile, webinars and just-in time-training.
* Audited the teams’ metrics, process adherence and administrative compliance, including OFCCP.

**EDUCATION:**

**Florida International University**

* Bachelor of Science - Psychology
* Bachelor of Science - Criminal Justice

**CERTIFICATIONS:**

* SHRM – SCP 2019

**LANGUAGES:**

* Bilingual **/** Spanish

**SKILLS:** Microsoft Office Suite (Word, Excel, Power Point and Outlook), ATS (Luceo, ADP, Kenexa and Vi Desktop)