Marlene M. Leon, MS, PHR

Prmleon917@gmail.com • 6065 NW 186th St., Unit 102, Miami Gardens, FL 33015• 305-582-7725

https://www.linkedin.com/in/marlene-leon-ms-phr-10443614

Summary

A senior level PHR with 10 plus years with strong leadership and negotiation skills that is results driven with the vision, experience and business acumen. A strategic partner in leading process, organizational and cultural change. Principal strengths in employee relations, diversity improvements, performance management, and coaching, project management and organizational development, metrics, evaluation, operational controls and training to effectively grow the organization to ensure financial strength and operating efficiency.

Highlights

* Recruitment and Retention - Compensation/Payroll/Benefits
* Training and Development - Legal
* Talent Management/Labor Agreements - Project Management
* FMLA/ADA/Worker’s Compensation/Leave - OSHA/Compliance/Reporting

Accomplishments

* Reduced Employee Turnover by 10% and exceeded hiring goals every quarter.
* Recruited and hired for positions from equipment operators to Managers/Executive Staff within a 2 week period.
* Created new departmental procedures and employee handbook.
* Assessed organizational training needs and implemented training and developmental programs.
* Established human resources objectives in line with organizational objectives
* Implemented and streamlined recruitment, onboarding and diversity processes.

Education

**M.S**: **Industrial/Organizational Psychology** Carlos Albizu University Miami, FL

**B.S**: **Organizational Management** Carlos Albizu University Miami, FL

**PHR Certification** HRCI Expires: September, 2020

**PMP Certification** Florida Tech Expected : January, 2019

Skills

* Bilingual English and Spanish - Benefits administration
* HRIS/SAP - ISO 9001/Quality Management
* Legal/Notary Public - Certified Fork Lift Trainer (Crown Equipment)`
* MS Office Excel, Access, Visio, Word, PowerPoint, Ultipro, Kronos, ADP, Taleo, Paychex, Paycom, Sharepoint and Lawson.

Experience

Schratter Foods, Inc. | Miami, FL

Human Resources Director ***01/2017 – Current***

• Develops organization strategies; contributing information, analysis, and recommendations to organization strategic thinking and direction.

•Implements human resources strategies by establishing department accountabilities, including talent acquisition and management, staffing, employment processing, compensation, benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, Workers Comp, H2B/H1V Visa’s and labor relations.

•Responsible for the measurement and effectiveness of all processes internal and external by providing timely, accurate and complete reports on the operating condition of the company.

•Spearhead the development, communication and implementation of effective growth and diversity strategies. •Collaborate with the management and legal team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth objectives of organization.

•Motivate and lead a high performance management team; attract, recruit and retain required members of the executive team; provide mentoring as a cornerstone to the management career development program as well as coaching, counseling, and disciplining staff; planning, monitoring, and appraising.

•Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

•Accomplishes special project management results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.

•Supports and guides management by providing advice, counsel, and decisions; analyzing information, applications and guidelines; communicating and enforcing organization values.

•Complies with federal, state, and local legal requirements.

Keiser University

| Ft. Lauderdale, FL (Contract Position)

Sr. Human Resources Generalist ***02/2016*** ***– 01/2017***

•Specialize in Employee Relations issues, Benefits and Leave (FMLA, LOA and ADA)

•Counsels and advises employees, staff, supervisors and managers on application and interpretation of personnel policies, practices, procedures, rules, benefits, and programs.

•Makes meaningful improvement to services, program, and processes and/or organizational effectiveness that creates new value for customer-owners and employees.

•Makes recommendations regarding departmental systems and procedures, goals, objectives, and planning.

•Participates in the design and execution of customer specific and organization-wide business strategies.

•Assists with the formulation and implementation of internal office procedures.

•Uses statistical methods and concepts and other analytical tools used in human resources processes.

•Apply the principles and practices of organization design and development.

•Provides organizational assessment and design techniques.

•Use of project management and matrix techniques.

Cusano’s Italian Bakery | Coconut Creek, FL

Human Resources Manager ***4/2014 to 2/2016***

•Directly responsible for the overall administration, coordination and evaluation of all human resource functions.  
•Implemented and analyzed compensation program; developed job descriptions; conducted annual salary surveys and developed merit pool (salary budget); developed and monitored the performance evaluation program.  
•Developed, recommended and implemented personnel policies and procedures; performed benefits administration, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.  
•Conducted recruitment effort for all exempt and nonexempt personnel, new-employee orientations;  
monitors career-pathing program, employee relations counseling, outplacement counseling and exit interviewing.  
•Established and maintained department records, reports, company organizational charts and employee directory..  
•Participated in administrative staff meetings and seminars.  
•Managed all company benefits and 401(k) plans  
•Increased the employee base by 20% to meet changing staffing needs.  
•Served as a link between management and employees by handling questions, interpreting and administering  
contracts and helping resolve work-related problems.  
•Directed personnel, training and labor relations activities.

GMMI Inc.|Sunrise, FL

Human Resources/ISO-Quality Assurance Program Manager ***10/2013 to 04/2014***

•Full cycle/high volume recruiting for all department staff.  
•Successfully filled all open positions within a 10 day period.  
•Improved metrics for cost of hire, days to fill and diversity hiring.  
•Cultivated strong partnerships within key hiring groups and senior leadership that resulted in successful  
candidate sourcing strategies.  
•Acted as trusted advisor to client group leadership teams.  
•Partnered with college recruiting groups to fill entry-level roles.

•Worked with Legal Department on all HR/Company matters to include H2B/H1V Visa’s, recruiting, etc.   
•Developed and maintained the ISO 9001 Quality System.  
•Promoted quality achievement and performance improvement throughout the company.  
•Established standards of service for clients, patients and medical providers.  
•Worked as a liaison between departments to create a constructive working environment.  
•Managed day-to-day operations of the HR office, including HR policies, procedures, and programs.  
•Responsible for departmental and organizational development, employee relations and training.   
•Benefit administration, staffing logistics, conduct employee orientation, and development of mentorship program.

BrandsMart USA| Miami, FL

Human Resources Manager ***04/2012 to 09/2013***

•Sourced, interviewed, and hired qualified candidates for sales and support team and maintained personnel  
records (medical, I9, and employee files).  
•Cultivated strong partnerships within key hiring groups and senior leadership that resulted in successful  
candidate sourcing strategies.  
•Partnered with various community organizations to fill entry-level roles.  
•Handled employee relation concerns as well as advice to managers to handling employee situations.  
•Performed all HR functions that included supervising the training of 250 employees training, controlling  
budgeted payroll hours, hiring and orientations, monitoring performance reviews, delivering additional training,  
handled all legal issues that included workers comp, general liability and unemployment, investigated all claims of  
harassment and discrimination.