**Energetic Human Resource Professional with over 16 years of experience,** specializing in the development & implementation of HR/Recruitment business systems processes which have enhanced productivity, increased efficiency, & enhanced quality. I've handled full cycle recruiting from entry level to executive level position with IT, Finance, procurement, and other professions. Performed numerous HR Manager/Generalist/Recruiting functions including selection, training, compensation, and diversity management. Proven ability to work effectively with personnel at all levels to build cohesive/productive teams & execute positive change. Analytical and project oriented. A persuasive and motivational leader with proven ability to gain the cooperation of individuals, clients, and management. Aggressive, adequate, and resourceful.

**Proficient in Microsoft Word, Excel, PowerPoint, Outlook, & Access. Internet Explorer, Lotus Notes, Citrix, Taleo, Kronos, PeopleSoft, Ultipro, BOMS, NeoGov, State of Florida Personnel SystemWorkday, HRMS Self-Service Application Rel, Field Power Base, ADP HR/Payroll Management, Brassring, & Safari.**

**EDUCATION** **Lynn University**

Doctor of Education (Ed. D.) in Educational Leadership, Expected August 2021

**Golden Gate University**

Masters in Human Resources Management, 2009

**University of Missouri**

B.A. in Communications, 2003

***EXPERIENCE***

Jul. 2018- to present **G4S Secure Solutions (USA)**, Miami, FL

*Human Resources Manager*

Responsible for the day to day operations and strategic direction of the Human Resources Department of a full-cycle employing up to a staff of 7 regular employees.

* Developing and overseeing department budget, and overseeing payroll position control;
* Employee file maintenance and records retention;
* Compensation and Benefits Administration including conducting and participating in salary and benefits surveys and evaluating the same according to policy
* HR policies and procedures development, revision and implementation, and program development and project management
* Employee/Labor Relations-Handling/investigating internal and external complaints and grievance’s, employee discipline oversight, leave of administration, and performance management
* Recruiting including developing overseeing promotional processes, sourcing, filtering, and processing applications, developing and placing job announcements, developing position classifications, job descriptions, administering, constructing and rating examinations, and coordinating and conducting oral interviews
* Training and development and succession planning
* Overseeing worker’s compensation and unemployment compensation claims
* Performing orientations for new employees

Nov. 2017- to June 2018 **State of Florida**, Broward College, Fort Lauderdale, FL

*Senior Human Resources Specialist*

Responsible for the day to day operations and strategic direction of the Human Resources Department. Ongoing projects and responsibilities include, but are not limited to:

* Employee handbook/policies and procedures review and modification
* Position/classification review and revision of HR workflow processes
* Integrating technology to facilitate efficiency, eliminate redundancy
* Developing and overseeing departmental budget
* Talent Management including full cycle recruiting, onboarding and retention
* Performance management and training and development
* Rewards and recognition and wellness and benefits solutions
* Organizational Development and Support
* Salary and benefits administration
* Monitor and survey market to maintain competitiveness
* Developing and updating HR Service (Business) Plan

***Key results:***

* Implemented Wellness Program solutions yielding -0.2% health Insurance renewal
* Contracted new benefits consultants and automated benefits enrollment process
* Developed and Implemented organization-wide performance management systems
* Host Annual Wellness & Benefits Fair including 95% biometric screening participation
* Revamped employee recognition program
* Compensation Survey, analysis, restructuring, implementation, and administration.
* Oversee tuition reimbursement, and educational incentive awards

Jan 2016-November 2017 **State of Florida**, Miami Dade State Attorney’s Office**,** Miami, FL

*Human Resources Generalist/Technician II*

* Ensure timely processing of all requests to fill vacancies, job announcements, advertisements, selection memoranda, and background checks for selected candidates.
* Ensures newly hired/promoted supervisors complete the required interview and selection training session.
* Cross-trains staff; develops and updates standard operating procedures manuals.
* Ensures the timely payment of invoices to applicable vendors.
* Report on performance measures on a timely basis.
* Plans, coordinates and implements risk management programs.
* Researches, analyzes and responds to inquiries and complaints regarding salaries, leave activities and balances, rules, policies’, union contracts and content of employees’ files.
* Explains the benefits of the State’s pension plan and retirement plan to new employees and process their selections
* Responds to requests for verification of employment.
* Conducts exit interviews with all employees who resign, retire, or are terminated.
* Review all entries on the payroll and attendance record for 1500 employees
* Created compensation plans and provide administration of those plans within the organization
* Develop staffing strategies and implement programs and plans.
* Provide all input and aspects of human resources including: personnel safety, benefits, training and development, employee/labor relations, and risk management programs.
* Process twelve Miami-Dade County employees within PeopleSoft’s’ payroll system
* Provide mentoring, guidance, and managerial for two employees within the Human Resources Department

***Key results:***

* Played a key role ensuring the successful launch of an HR/Payroll system implantation
* Structured and implemented programs and policies in the areas of training, benefits, compensation, incentives and new-employee orientation.
* Quality of hire improvement across departments through improved assessment and background checks. Trained management team on interviewing techniques and best practices; conducted one-on-one coaching sessions that contributed to sound hiring decisions.
* Reorganization, Restructuring and 12% reduction in force over almost two-year period across departments
* Wrote employee manual covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information; introduced and implemented FMLA tracking across organization.
* Revise Job descriptions across all levels and 50+ categories.

July 2014 to Dec 2015 **Fundamental Life and Health Insurance Agency**, Tamarac, FL

*Human Resources Manager, Contract Assignment*

Responsible for the day to day operations and strategic direction of the Human Resources Department of a full-cycle employing up to 300 seasonal employees and a staff of five regular employees.

Sept 2009 **Broward County School Board**, Fort Lauderdale, FL

to July 2015 *Substitute Teacher*

Dec 2009 to **McKenzie’s Janitorial Services, Inc.**, Miami, FL

July 2014 *Human Resources Manager*

Responsible for the day to day operations and strategic direction of the Human Resources Department of a full-cycle employing up to a staff of 60 regular employees.

* Developing and overseeing department budget, and overseeing payroll position control;
* Employee file maintenance and records retention;
* Compensation and Benefits Administration including conducting and participating in salary and benefits surveys and evaluating the same according to policy
* HR policies and procedures development, revision and implementation, and program development and project management
* Employee/Labor Relations-Handling/investigating internal and external complaints and grievance’s, employee discipline oversight, leave of administration, and performance management
* Recruiting including developing overseeing promotional processes, sourcing, filtering, and processing applications, developing and placing job announcements, developing position classifications, job descriptions, administering, constructing and rating examinations, and coordinating and conducting oral interviews
* Training and development and succession planning
* Overseeing worker’s compensation and unemployment compensation claims
* Performing orientations for new employees

Jan 2003 to **McKenzie’s Janitorial Services**, **Inc**., Miami, FL

Mar 2006 *Human Resources Assistant*

* Various of office and Human Resources Responsibilities

Professional Development Courses offered at Broward College

* Ongoing training in full spectrum of HR areas, including employment law, recruitment and retentions, compensation and benefits, leave of absence, and retirement courses

Affiliations

Notary Public-State of Florida