**Victor R. Martinez, MSHRM**

Tel (305) 321-5296 [V.martinez911@gmail.com](mailto:V.martinez911@gmail.com)

**CORE SKILLS AND QUALIFICATIONS**

* Strategic business management
* Attrition management and retention
* State, Federal and Local Labor Laws
* Talent and Change Management
* OSHA regulations and compliance
* GSA Compliance
* Career development
* Microsoft Office, PeopleSoft, Brassring
* EEOC compliance
* Conflict resolution management

**EDUCATION**

**Florida International University 2013**

Master of Science Degree in Human Resource Management

**Barry University 2011**

Bachelor of Science Degree in Health Care Administration

Human Resources Certificate

**PROFESSIONAL EXPERIENCE**

 **DebonAir Mechanical Human Resources Director Dec-2017-Present**

* Authorizes all new hires, promotions, employee suspensions, and employee terminations.
* Executes payroll and analyzes payroll reports and data to maintain directed employee wage compensation levels. Prepare statistical data from payroll records to furnish management with cost reports on overtime, staffing levels, and manpower needs.
* Negotiates employee benefits ensuring the best coverage at the lowest possible cost.
* Writes and updates policy guidelines as directed by Board of Directors.
* Interacts with other department heads on a daily basis to discuss personnel needs, and Human Resources’ matters that affect their business units.
* Handle Union relations, and fringe benefits. Maintain communication with business agent and stay up to date with CBA.
* Administer Worker’s Compensation, unemployment compensation, and any legal possible litigations with Legal team.
* Develops and maintains a Human Resources system that meets top management information needs.
* Coordinates trainings for departments.
* Responsible for cultivating a positive employee relation by developing activities among the team.

 **Human Resources Business Partner July 2017-Dec 2017**

* Position handles/manages any facility and/or state, federal reporting, have hands-on with employee benefits, workers compensation, FMLA & ADA
* Hands-on with any/all HR related topics and/or situations regarding employee engagement.
* Front-line promoter/manager for facility internal Climate Survey process and action-items teams & plans. Direct contact for Climate survey process, as well as employee engagement/activities surrounding it.
* Advise Sr. leadership team and/or Project Manager, Asst. project Managers, Supervisors, ‘Lead’ and employees on EAMS policies and procedures; as well as employee relations related issues/situations

### Establishes and develops a pro-active relationship and communication channels with management and employees of those departments regarding H.R. related topics.

### Communicates and ensures compliance with various Human Resources policies, procedures, laws and Company programs.

* Partners with management of assigned areas to facilitate resolution of employee relations issues, corrective action/coaching, benefit and payroll information, and any other areas of opportunity relating to Human Resources services and products

****

**Target Executive Team Leader-Human Resources Manager May-2016- July 2017**

* Manage the daily HR functions including business partnerships with senior operation leaders.
* Develop, execute and communicate staffing strategies to meet business needs.
* Administer store leadership training on selection, hiring and retention of quality candidates.
* Analyze attrition patterns to develop improvement action plans and succession strategies.
* Foster and implement engagement strategies geared towards increased employee productivity.
* Maintain HRIS databases and hiring practices in accordance with regulatory policies.
* Ensure corrective action documents are consistent with company policies and procedures.
* Leader in calibration of annual performance reviews consistent with company expectations.
* Coordinate and execute leadership training programs in accordance with change management.

**Lowe’s Home Improvement Human Resource Manager 2014-2016**

* Provided Human Resources consultation and support to designated business partners.
* Worked closely with the Store Management to consult on strategic business planning.
* Maintained adherence with regulatory policies including Federal and State Legislations.
* Ensured consistent application and practice of company policies and procedures.
* Administered and proctored employee training and development programs.
* Counseled Store Management Team on effective resolution of employee relations issues.
* Provided guidance on performance review and annual bonus eligibility.
* Investigated employee relations issues in accordance with policies and procedures.
* Advised senior management in delivery of performance management and separations

 **CarePlus Health Plan Production Lead- Grievance and Appeals 2010-2014**

* Trained specialists according to new and existing regulatory guidelines.
* Guided and provided performance productivity feedback to grievance specialists.
* Conducted employee development coaching as needed.
* Audited cases according to CMS guidelines.
* Monitored and recommended improvements to increase team productivity
* Prepared cases for regulatory agency audits.

**Victor R. Martinez, MSHRM**

Tel (305) 321-5296 [V.martinez911@gmail.com](mailto:V.martinez911@gmail.com)

**Medic Help Home Health Care Human Resources Specialist 2007-2010**

* Assisted with the administration of the day-to-day operations of the human resources functions
* Completed employment verification forms.
* Reviewed and evaluated applicant qualifications or eligibility for specified licensing.
* Responsible for recruiting and staffing logistics.
* Conducted compensation and benefit administration.
* Administered employee orientation, development and training.
* Maintained employee files and the HR filing system
* Prepared and maintained list of monthly evaluations for appropriate departments.
* Reviewed, verified and processed payroll documents.

Page 2 of 2