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| **YAMILEE DUBOIS LIVINGSTON**  **786-371-5688 |** [**yamileedubois@gmail.com**](mailto:yamileedubois@gmail.com)  **LinkedIn.com/in/yamilee-dubois-livingston** |  |

**HUMAN RESOURCES MANAGER**

**Positioning HR as a Business Partner for Excellence**

Strategic and innovative HR Manager who translates business vision into HR initiatives that improve performance, profitability, growth and employee engagement. Empowering leader ,who supports companies and top executives with a unique perspective and appreciation that human capital is every organization’s greatest asset. Genuine influencer who thrives o n tough challenges and translates visions and strengths into actionable, value added goals.

Signature HR Qualifications

HR Best Practices Employee Relations Talent Acquisition/Recruitment

Employee Performance Improvement HR Policy & Processes Benefits & Compensation

Labor Negotiations

# PROFESSIONAL EXPERIENCE

**Luminaire** | Doral, FL | *Distributor of superior home furnishings* 4/2018 - Present

**Human Resources Manager**

Recruited to independently manage HR department by recruitment, planning, implementing and evaluating employee relations and human resources policies, programs and practices for all four showrooms in Miami, Coral Gables, Chicago and Los Angeles, with total of 85 employees.

* Serve as a link between management and employees by handling questions, interpreting and administering and helping resolve work related problems.
* Identify staff vacancies and recruit, interview and select candidates.
* Analyze and modify compensation and benefits plans to establish competitive program and ensure compliance with legal requirements.
* Plan, monitor, and appraisal of employee work results by training managers to coach and discipline employees; schedule management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Analyze statistical data and reports to identify and determine causes of personnel problems, turnover and develop recommendations for improvement of organization’s personnel policies and practices.

**Luxury Living of USA** | Miami, FL | *Develops, produces, distribute high end furniture* 11/2013 – 7/2017

**Human Resources Manager/Talent Acquisition**

Hired to independently manage 32 US employees and transform recruitment, employee relations, risk management, compliance, selection, payroll, training, and staff development for New York, Miami, and Los Angeles showrooms.

* Interviewed employees upon exit to determine separation reasons, supervised performance appraisal processes, and collaborated with departmental managers to support personnel functions.
* Processed biweekly payroll for all US employees.
* Developed and launched human resources strategies, policies, and procedures.
* Recruitment for all US locations
* Established 401K-retirement plan as a part of benefits.
* Designed compensation and performance evaluation programs; enabled annual review and salary increases.
* Trained employees on safety processes and procedures; mitigated risk with effective program and training development.
* Managed all aspects of health benefits administration (dental, medical, vision, supplemental) including employee notifications and vendor management.

**City of Miami Gardens** | Miami Gardens, FL | *City government municipality* 08/2008-10/2012

**Assistant Human Resources Director**

Joined management team and developed employee relations, recruitment, and various other human resources operations, for over 500 employees.

* Assessed recruitment strategies and updated as necessary to ensure consistency with new hires. Oversaw coordination, development, and administration for employee programs, such as orientation, recognition, and tuition reimbursement. Delivered training presentations, communicated with employees regarding human resources topics, and assisted with needs assessments.
* Chosen to spearhead salary and compensation review project; conducted surveys and restructured job

Classifications/descriptions; resulted in more competitive benefits and pay scales.

* Established disciplinary process for entire organization
* Designed and launched performance management system and processes.
* Processed unemployment claims and acted as the city’s representative at unemployment hearings.

**City of Coral Gables, Coral Gables |** Coral Gables, FL | *City government municipality* 09/1996-07/2008

**Talent Acquisition Specialist**

Hired to manage all recruitment efforts for the City.

* Managed the end to end recruitment process from requisition to hire stage
* Performed job and task analysis to document job requirements and objectives
* Negotiated salary and package details with candidates
* Marketed vacancies via multiple platforms and social media
* Headhunted candidates in key locations
* Improved new hire orientation quality by developing and initiating standard operation procedures.
* Researched, recommended, developed, and established human resources applicant tracking system for company usage.
* Enhanced recruitment efforts by establishing and developing business relationships with community organizations, employment agencies, staffing agencies, universities, and other sources.
* Wrote HR Procedure Manual and HR regulations.

# Education

**Pace University**, Bachelor of Science in Business Management

Member of SHRM

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