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| 15400 Durnford Drive, Miami Lakes, Florida 33014 • 786-201-9134 • [yirkam@msn.com](mailto:yirkam@msn.com) | | | | |
| Yirka Marban | | | | |
| Objective | | | | |
| Human Resources professional with over 20 years of experience in employee relations, HR policies and procedures, benefits, compensation, strategic planning, project management and payroll within diversified industries in the United States and Latin America. | | | | |
| Experience | | | | |
| Aug 2016 – Present | | Painting with a Twist Miami Lakes & Miramar | Miami, Florida | |
| Owner/Manager  * Manage full scope of human resources * In charge of all hiring, onboarding, payroll progressive discipline and succession planning * Developed and managed Social Media strategies * Investigate all employee complaints * Identify new business opportunities | | | | |
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| Aug 2013 – Aug 2016 | | Clear Channel Outdoors (iHeart Media) | Doral, Florida | |
| Human Resources Director  * Managed the full scope of the human resources servicing over 500 employees in Latin America and the US * Developed, implemented, policies and procedures for the region * Designed, developed and implemented new hire orientation programs * Provided coaching and counseling on employee relations and discipline issues * Conducted investigations in relation to employee relations complaints * Tasked with the management of the recruitment project which included, assist with staffing need assessment, leadership development, strategic planning and succession planning * Developed and implemented an effective recruiting process for Latin America | | | | |
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| Jul 2006 – Aug 2013 | | DTZ (Unicco) | Miami Lakes, Florida | |
| Regional Director of Human Resources  * Directed and administered the South Region’s Human Resources and employee relations function for over 2,500 employees * Managed the relationship with the collective bargaining agreement with Teamsters and SEIU unions, which included negotiations, grievances, and arbitration * Developed policies and procedures regionally * Managed all recruitment activities * Designed, developed and implemented new hire orientation programs * Provided coaching and counseling on employee relations and discipline issues * Delivered communication to employees and management to promote company’s culture * Designed, developed, and conducted ongoing HR Best Practices supervisor training for management and staff * Collaborated in successfully planning, designing, and executing reduction in force * Designed and developed compliance processes * Generated formal responses to state and federal EEO agencies | | | | |
|  | | | | |
| Sept 2005 – July 2006 | | Citigroup | Plantation, Florida | |
| AVP Human Resources LATAM  * Responsibility for the full scope of the human resources function servicing over 1,900 employees in Latin America and the US * Responsible for development, implementation, and oversight of policies and procedures * Tasked with the management of all litigation process, strategic planning, employee relations, personnel administration * In charge of the Latin America hiring project * Provided leadership in all aspects of staff performance, including evaluation, discipline and disputes * Managed the allocation and distribution of all performance bonuses for the region | | | | |
| Mar 2004 – Sept 2005 | | US Airways | Coral Gables, Florida |
| Regional Human Resources Manager LATAM  * Tasked with the full scope of the human resources function for over 100 employees in Latin America and the Caribbean * Developed and implemented a full recruitment process * Managed the project of launching 9 countries in Latin America * Developed, implemented and oversaw all policies and procedures for the region * Managed all in country benefits, employee relations matters, and compensation | | | |
| Jul 1995 – Mar 2004 | | Turbopower, Inc | Miami Lakes, Florida | |
| Human Resources Manager  * Directed and administered the plant/logistics labor and employee relations functions for 450+ employees * Developed policies and procedures * Administered the full scope of the human resources function * Developed and delivered New Hire Orientation * Managed all recruitment activities * Tracked and processed payroll | | | | |
| Education | | | | |
| Feb 2003 | University of Phoenix | | Plantation, FL | |
| Bachelors, Business Administrations | | | | |
| Skills | | | | |

Professional Master Certified Life Coach

Workday HRIS, COBRA, OSHA, and Worker’s Compensation training

Fluent in Spanish