

# SUZANA BALBONA

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914-606-1707

Scarsdale, NY 10583

## SKILLS

- Project multitasking
- Payroll and Benefits
- Recruitment and hiring
- Employee relations
- Microsoft Office proficiency
- Relationship building
- HR Management Systems
- Event management
- Strategic planning
- Budgeting
- Operations management
- Policy development
- QuickBooks
- Expense reports
- TriNet
- Breezy
- ADP TotalSource
- LinkedIn Recruiter
- Slack

## INDUSTRIES

- Healthcare
- Technology
- FinTech
- Crypto

## EDUCATION

College of Mount Saint Vincent  
The Bronx, NY • 05/2010

*Bachelor of Arts:* Psychology

## PROFESSIONAL SUMMARY

Efficient and self-motivated HR/Administrative professional with the ability to effectively support business objectives and goals. Strong analytical, organizational, and problem-solving skills with the aptitude to work independently and adapt to changing environments. Experienced in a variety of HR and Operational functions including Recruitment, Compliance, Benefits Administration, Policy Formulation and Employee Relations.

## WORK HISTORY

### Hayward Recruiting - Talent Acquisition Consultant

*Remote • 2/2023 - 2/2024*

- Assisted with 1099 Consulting for full time positions in Healthcare and IT
- Managed full cycle recruitment for Engineering and RN roles
- Partnered with Account Manager to understand job specifications and fill positions utilizing job boards and networking sites

### Symbridge - HR & Talent Acquisition Manager

*Greenwich, CT • 5/2021 - 2/2023 (Startup closed business)*

- Created innovative recruiting strategies using a variety of sourcing methods to attract talent
- Partnered with leadership on staffing plans to effectively recruit and interview candidates
- Aligned hiring practices with talent initiatives that enabled and supported diversity and inclusion
- Leveraged Breezy to automate and streamline recruiting and hiring
- Managed employment agency relationships including negotiating employment-related fees
- Measured recruiting initiatives using qualitative and quantitative methods
- Executed plans to drive productivity while achieving hiring goals
- Conducted employment verifications, generated offer letters, and processed terminations
- Prepared semimonthly payroll using ADP TotalSource

### *Accomplishments:*

- Successfully hired over 30 candidates across various functions and regions in IT, Operations, Sales, Marketing and Compliance
- Implemented an employee referral program with incentives
- Partnered with the executive team to initiate a summer internship program with defined projects and goals for the Sales department

### Ignite Recruitment - Talent Acquisition Lead

*Remote • 10/2019 - 5/2021*

- Managed multiple full cycle recruiting processes simultaneously for permanent positions in a variety of different industries
- Worked directly with Account Manager to understand job specifications and qualifications for effective recruitment
- Screened candidates to fill open roles utilizing sources including job boards, professional networking sites and referrals
- Managed client and candidate expectations including compensation and benefits negotiation during offer process

**Ayehu Inc. - HR & Operations Manager**

*New York, NY • 05/2016 - 10/2019*

- Managed all office operations and procedures
- Ensured all PO's were invoiced in a timely manner using QuickBooks
- Maintained domestic and international business trips for staff
- Responded to incoming correspondences related to HR and employee matters
- Worked with hiring managers to lead recruitment for open roles and handled on-boarding process
- Managed administrative HR components including posting job ads, contacting candidates, conducting interviews, preparing offer letters and processing new hire paperwork
- Conducted employment verifications, managed separation letters and processed terminations
- Prepared semimonthly payroll and handled benefits administration
- Maintained employee files, implemented salary increases and administered commission in accordance

***Accomplishments:***

- Initiated 401K plan and an annual Performance Review program
- Saved external agency recruitment fees through direct sourcing for technical and sales positions

**VMTurbo - Operations Administrator**

*Valhalla, NY • 03/2015 - 10/2015*

- Assisted with HR functions including on-boarding of new hires
- Assisted with off boarding employees including processing of terminations
- Administered new hire paperwork and entered all employees in the E-Verify system
- Managed an accurate filing system for all active and terminated employees
- Worked with the Talent Acquisition department in Boston to coordinate on-site interviews
- Ordered office supplies/equipment
- Worked with the Director of Human Resources to organize executive conferences and networking events
- Facilitated travel arrangements for candidates and employees

**Smith Arnold Partners - Information Technology Recruiter**

*Stamford, CT • 11/2013 - 08/2014*

- Effectively identified the most qualified candidates for clients in the New York metropolitan area
- Maintained a network through internet sources and referrals while utilizing an applicant tracking system
- Sourced candidates in mid-high level IT positions while meeting the expectations and requirements of the client
- Assisted candidates with resume building and interviewing techniques by providing prep videos and documents with detailed information on the company
- Developed and implemented a constructive screening process to ensure that each candidate was placed in an opportunity that best fit their background