

Summary:

Suzana Balbona is an efficient and self-motivated HR/Administrative professional with 12 years of experience. She has strong analytical, organizational, and problem-solving skills and is experienced in a variety of HR and Operational functions including Recruitment, Compliance, Benefits Administration, Policy Formulation and Employee Relations.

Name: Suzana Balbona

Email: suzybalbona212@yahoo.com

Phone: 914-606-1707

Location: Scarsdale, NY 10583

Country: USA

Position Category: Operations: Human Resources

Desired Job Role: HR & Talent Acquisition Manager

University: College of Mount Saint Vincent

Degree: Bachelor of Arts: Psychology

Graduation Year: 2010

Years Experience: 12

Notable Companies: Hayward Recruiting, Symbridge, Ignite Recruitment, Ayehu Inc., VMTurbo, Smith Arnold Partners

Top Skills: Recruitment and hiring, Employee relations, HR Management Systems, Strategic planning, Operations management, Policy development

Job Intention: full-time

Visa Status: --

Able: no

Subject: HR/Talent Acquisition roles

Date Sent: 02-28-2025

Resume: Yes