

ELDA M. SORIANO

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SKILLS

- Experienced in writing reports and memorandums.
- Excellent organizational, customer relations, and communication skills.
- Highly detail oriented
- Fluent in Spanish.
- **Computer:** Microsoft Office Suite, Oracle Business Suite, PeopleSoft, Taleo Applicant Tracking System, Abra HRMS, Kronos TeleStaff scheduling system

EXPERIENCE

Business Application Specialist II/HRIS Analyst, December 2021 – Present (40 Hours/Week) **City of Virginia Beach, Human Resources Department**

- Lead the team in auditing HRIS records and data to ensure accuracy, completion, and consistency.
- Identify and implement strategies to improve business processes and procedures.
- Supervise two HRIS Technicians, fostering a strong team orientation and cohesiveness.
- Serve as a subject matter expert of HR policies, processes and procedures, and current systems.
- Serve as HR systems power user. Oversee and perform operational activities related to the maintenance and support of organizational and employee records.
- Run reports and compile data for routine and special requests.

Administrative Specialist I, December 2020 – December 2021 (40 Hours/Week) **City of Virginia Beach, Communications Office**

primarily responsible for the financial, human resource, and administrative aspects that supported the Communications Department:

- Managed purchasing and processing of invoices/purchase orders/bills, adhering to City procurement requirements using Oracle Financials Cloud software.
- Managed Department's payroll, personnel hiring, after-hours schedules and other tasks related to Human Resources/personnel management.
- Assisted with preparation of the annual budget.
- Provided financial data to department director and managers including oversight of departmental expenditures, audit, and reconciliation.

HRIS Technician II, July 2019 – December 2020 (40 Hours/Week)

City of Virginia Beach, Human Resources Department

- Reviewed all employee transactions in the ORACLE InSite HRIS system (7,000+ active employee records) to ensure compliance with all city HR Policies, including FML, separation, reemployment, performance management, merit, and probation.
- Served as subject matter expert and technical resource for department Liaisons. Providing training, instruction/guidance and customer service for entering personnel transactions, changes to system workflows and processes.
- Functioned as position control by updating vacant positions before and after recruitment and processing career progressions or reclassifications.
- Assisted supervisor in maintaining accountability for position control of budgeted FTEs. Process transactions related to the establishment, reclassification, or cancellation of positions through the budget process

Human Resources Representative, December 2017 – August 2018 (40 Hours/Week) **Catholic Charities of Eastern Virginia – Virginia Beach, Virginia**

- Coordinated recruitment efforts for all exempt, nonexempt, temporary workers and volunteers by writing and placing job postings, working with supervisors to screen and interview candidates, conducting reference and background checks, and extending job offers.
- Managed onboarding by processing new-hire paperwork, setting up new hire Citrix account, ordering drug screen, and organized new employee and volunteer orientations.
- Established and maintained personnel and volunteer records (Paper and in Paylocity HCM), advised supervisors of upcoming employee performance reviews, conducting exit interviews, and maintained integrity and confidentiality of Human Resource data.
- Assisted the CEO in general maintenance of IT services to include organizational logins, email and active directory.

Administrative Assistant II, March 2015 – March 2017 (40 Hours/Week)

Fairfax County Police Department – Fairfax, VA

- Provided interpretation support for victim and witness interviews for Spanish speaking citizens.
- Provided transcription and translation of statements of witnesses, victims, and suspects.
- Processed and ensure subpoenas are received in a timely manner.
- Maintained investigative case records for designated sections and ensures that all State mandated retention schedules are met.
- Completed time and attendance records and served as backup for payroll documentation for entire bureau.
- Maintained the filing and tracking system of highly confidential documents.
- Provided data and clerical support in compiling monthly, quarterly and annual reports.

Human Intelligence Collector/Linguist, September 2003 to November 2008 (40 Hours/Week)

U.S. Army – Fort Stewart, Georgia

- As the interrogation operations Non-Commissioned Officer in charge, coordinated locations, interrogation personnel, and subjects for interrogations; ensured all policies and procedures were strictly followed including Geneva Convention and division standing operating procedures.
- Provided supervision, training in interrogation operations, accountability, and Rules of Engagement to 18 personnel.
- Prepared appropriate reports and presentations for Brigade Level Command and Staff to ensure time sensitive, confidential information was disseminated properly and on time.
- Managed 2 critical Intelligence databases used to disseminate information throughout the Multi-National Division in central Iraq, working closely with analysts to cross examine reports and determine trends in order to identify courses of action.
- Served as the main liaison for detainee operations and intelligence collections between leadership.

EDUCATION

Old Dominion University, Norfolk, VA

Bachelor of Science in Sociology – October 2020