LUNA OROZCO

Human Resources Benefits Specialist

CONTACT

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EDUCATION

B.A.
Human Resources
San Jose State University
September 2016 - May 2020
San Jose , CA
GPA: 3.8

SKILLS

Data Analysis
Communication
HR Software and Automation
Empathy
Time Management
HR Models

CERTIFICATIONS

Human Resource Management
Certificate

CAREER OBJECTIVE

Human Resources Benefits Specialist with 2+ years of experience as a Human Resources Consultant. Seeking a position with WonderHR, where my skills in developing employees as partners would positively impact the businesses served and core mission.

WORK EXPERIENCE

Human Resources Consultant

Intuitive

August 2020 - current / Sunnyvale, CA

- Advised 135+ businesses on HR procedures, improving internal rates of company satisfaction by up to 55%
- Provided customized recommendations on recruitment and staff retention that saved one company $45K in annual training
- Utilized software analytics systems to monitor trends and make specialized policy recommendations
- Aided in company-wide hiring, onboarding 85+ staff members

PROJECTS

Californian Trends in Human Resources

Founder

- Recruited 210+ members in less than 3 months of club creation
- Spearheaded 2+ monthly club meetings, sharing trends and developments in the field of human resources
- Held 4+ yearly symposiums with experts, acquiring skills on 6 HR software and automation systems
- Analyzed trends in club membership, utilizing HR tools to improve retention and engagement by 8% and 20%

SimplyHR.com

Creator

- Created a website to help businesses reduce inefficiencies in resource management and improve HR operations, gaining acclaim as one of the top 10 websites for HR professionals
- Developed tools for website users to use for policy development implementation, receiving 2K+ positive reviews for the product
- Attended 6+ annual webinars and seminars to present HR analytics tools to business managers across the country