

Carol Velasquez

Human Resources Manager - Ventureforth, Inc

Woodstock, GA - Email me on Indeed: [indeed.com/r/Carol-Velasquez/f116d27280ac0804](https://www.indeed.com/r/Carol-Velasquez/f116d27280ac0804)

Accomplished HR Leader with experience transforming and improving HR organizations into cost-efficient strategic entities and valued partners in attaining top-priority business goals. Talent for developing and delivering training at all levels, including management coaching. Key contributor on executive teams, participating in organizational development and corporate strategic planning. Employee advocate who champions staff confidence and designs strategies to attract and retain critical talent in highly competitive business markets. Skilled in acquiring exceptional talent with an aptitude for producing successful performance management through valuable training and leadership coaching. Proficient at managing existing day-to-day processes while developing and implementing new business strategies in dynamic and high-pressure environments, requiring the ability to multi-task and effectively manage staff relationships. Ability to work with diverse cultures while helping to create and encourage a harmonious office environment.

KEY SKILL AREAS

- New Hire Orientation
- Employee Onboarding
- Benefits Design & Administration
- Employee Relations & Communications
- Performance Appraisal System Development
- Payroll Processing
- HRMS Implementation & Management

- Training Program Development
- Management Coaching
- Morale Boosting Programs
- Immigration Matters / H1-B Visas
- Recruiting & Talent Acquisition
- Strategic Planning
- Process Improvements

SOFTWARE SYSTEMS

ADP Salesforce Replicon Time Keeping HR System
KROW PSA ALEX benefits HR System PeopleSoft QuickBooks

WORK EXPERIENCE

Human Resources Manager

Ventureforth, Inc - 2012 to Present

- Report to company CEO
- Support the Atlanta HQ which houses Product Development (Java/.Net), Implementation, Project Management, Quality Assurance and Sales. Additional offices include: India (50 contractors). United Kingdom (10 employees); Mexico (3 employees), as well as Remote Sales Reps (GA, DC, FL and WA)
- Member of executive team and trusted senior advisor to CEO; actively participate in operations and strategic planning.

- Transformed previously disorganized, under-performing HR department into a well-functioning, cost efficient and highly utilized entity
- Redesigned and negotiated benefits program to realign with market conditions
- Conduct formal leadership training for company managers.

Human Resources Manager

Ventureforth, Inc - 2012 to Present

- Effective administration of all aspects of employment process to include pre-employment to post-employment issues.
- Recruit all levels of employees working with immigration attorney to assist several international staff in maintaining H1-B visas.
- Created and implemented new performance evaluation/merit increase system and management performance bonus plan.
- Conducted thorough and extensive job description and salary analysis; adjusted salary grade structure to reflect industry standards
- Implemented, integrated and maximized usage of new HRMS system.

Human Resources Manager

Ventureforth, Inc - Atlanta, GA - 2010 to August 2016

Atlanta, GA 2010 to present

Ventureforth, an Inc. is a privately held 5000 fastest-growing company that builds the world's largest suite of pre-packaged, off-the shelf certified mobile workforce applications for Oracle and JD Edwards customers including both Cloud and On-premise solutions. Solutions can be used with smartphones, tablets, PDAs, ruggedized barcode scanners and add value to a company's asset & inventory management, supply chain operations and order management. Clients included Macy's, Kroger, Smuckers, Smithsonian Institute and US Navy.

Human Resources Coordinator

Ventureforth, Inc - 2010 to 2012

- Assisted with the orientation of new hires to ensure a successful initiation into the company.
- Prepared and maintained employee files, assuring accuracy, compliance and confidentiality (unemployment claims, verifications, I9 status and State regulations).
- Interfaced with other departments to ensure a harmonious working relationship.
- Provided employee relations counseling, provided guidance and support to managers and assured fair and equitable treatment throughout the organization.
- Managed company benefits and compensation; negotiated better rates for benefits such as health care.
- Assisted employees with benefits, maintained employee database and managed all insurance billings.
- Assisted in development of training programs.
- Recruited, screened, and hired non-exempt personnel.
- Created and implemented a formal Performance Appraisal process.
- Devised creative and cost-effective incentive and morale-boosting programs that increased employee satisfaction and productivity.

Director of Human Resources & Administration

CanZion Institute, Atlanta, Inc - Atlanta, GA - 2007 to 2010

Atlanta, GA 2007 to 2010

CanZion Institute is a Christian Music School focusing on training leaders in music and ministry area.

Director of Human Resources & Administration

- Supported Atlanta Corporate office, as well as employees located throughout the U.S. (100+).
- Responsibilities included formulating policies, human resources and daily operations.
- Responsible for all HR activities including employment, compensation, labor issues, benefits and training & development.
- Designed and conducted new hire orientations.
- Develop and maintain employee relations, ensuring the coordination of quality services and achieving the institutes' goals and results.
- Oversaw the preparation, processing and distribution of payroll for around 60 employees utilizing QuickBooks.
- Addressed all EEO complaints; handled all workman comp claims.
- Directed and oversaw the organization's financial and budgetary activities.
- Negotiated contracts and agreements with teaching personnel; identified places to cut costs and to improve performance, policies and programs.
- Provided leadership and guidance to coordinators and student workers with special assignments.
- Perform budget analysis, projections, forecasts and reconciliations identifying budget deviations, problems.

Human Resources / Operations Manager

Bollag International Corporation - Charlotte, NC - 2002 to 2007

Charlotte, NC 2002 to 2007

Bollag International Corporation is a diversified textile recycler with operations in the US, Mexico and Central America. The Charlotte, NC location is the corporate office with 70 staff employees, as well as plant location.

Human Resources / Operations Manager

- Supervised approximately 100 temporary employees that had been placed in a variety of different roles (mainly administrative, financial, marketing, customer-service and light industrial).
- Conducted workshops and other sessions to communicate, educate personnel regarding relevant policies and procedures.
- Performed customer-related services; led and directed the work of subordinates in taking and filling orders, managing the order life cycle, resolving problems, and developing business through customer service calls.
- Assist the controller with the development and execution of the Annual Budgeting process.

EDUCATION

BS in Business Administration

Montclair State University

2001