

Ivan Tapia

Eagle Pass, TX - Email me on Indeed: [indeed.com/r/Ivan-Tapia/11827ab4426ddd3f](https://www.indeed.com/r/Ivan-Tapia/11827ab4426ddd3f)

To obtain a position that would enable me to contribute to the organization by utilizing my skills to help empower success.

WORK EXPERIENCE

Human Resources Manager

hesles investments - Eagle Pass, TX - January 2004 to September 2013

Administers all phases of employment, including recruitment and hiring, employment status changes, and the termination process, ensuring compliance with Company policy and local, state and federal laws. Provides information for employment verification and unemployment claims filed by former employees.

Assists employees with benefits issues and troubleshoots benefits problems. Monitors employee contributions and prepares payments to providers. Interfaces with providers regarding all types of claims.

Plans and conducts new employee orientation to foster positive attitude toward company goals.

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.

Responds to inquiries regarding policies, procedures, and programs.

Administers performance review program to ensure effectiveness, compliance, and equity within organization.

Administers salary administration program to ensure compliance and equity within organization. Conducts wage surveys within labor market to determine competitive wage rate

Addresses and resolves employee relations issues. Conducts investigations, identifies relevant policies, regulations and laws and recommends actions or solutions. Consults with and coaches managers and supervisors on employee relations, discipline, and performance issues
Investigates accidents and prepares reports for insurance carrier

EDUCATION

Associates

South West Texas Junior College - Eagle Pass, TX

English and Spanish

County Public Safety Academy - San Antonio, TX

ADDITIONAL INFORMATION

Qualifications:

- Concrete communication skills with people of all levels and roles.
- Exceptional ability to make decisions and take prompt and effective action.
- Excellent problem-solving and decision-making skills.
- Excellent oral and written communication skills.
- The ability to listen to and understand information and ideas.
- Immense ability to prepare and maintain routine records and logs.
- Excellent ability to establish and maintain effective working relationships.
- Always driven to learn and apply new ideas.
- Enthusiastic and willing to assume increased responsibilities.
- Able to coordinate multiple projects and meet deadlines.
- Able to rapidly adapt to the new challenges and changing environments.
- Creative and practical problem-solver.
- Knowledge of relevant equipment, policies, procedures, and strategies for customer service.

Computer Skills:

- Experience with different operating systems such as Windows NT, Windows 2000, Windows XP, and Windows Vista.
- Ability to use common application programs such as word-processors, spreadsheets, database programs, and presentation software.
- Expertise with web tools, internet, and email.
- Ability to troubleshoot when problems arise, and understand how to stretch the capability of the programs.
- Knowledge of HTML, PDF, and the Java programming.
- Knowledge of computer networks (LAN, WAN), their design, required hardware and software, and principles of operation.
- Computer hardware ability to interconnect and communicate computer systems and networks.