


Mariana Garman

 Seattle, WA 98105

 mail@mail.com

 (000) 000 0000

Professional Profile

BA Psychology

Bilingual (Spanish)

Proficient in MS Office

Skills: HTML/CSS & Javascript

Experienced in Public Sector Employee Relations and Recruitment

Experience

Leaves & Accommodations Specialist (promotion), University of Washington Medical Center; Seattle, WA – 5/2018-Present (Interim role 5/2018, permanent as of 8/13/2018).

Leave of Absence duties: Timely full cycle processing and management of military and medical leaves of absence for UWMC staff members, utilizing State & organizational regulations and resources as well as rules as applicable. Analyze, interpret and apply complex policies and practices, including labor contract leave provisions, State and University programs & policies. Process and administer Shared Leave. Partnering with a variety of roles and departments such as HR Business Partners, client groups, timekeepers, Risk Management, Disability Services as well as the Attorney General's Office. Interpretation and adherence to Union Bargaining Agreements (SEIU 925, WSNA, WFSE), FMLA, ADA, and WA state Laws. Usage of HR platforms such as Workday and Kronos to manage and track usage of leave. Usage of MS office for daily duties. Process medical separations as applicable. Attend conferences related to the field, such as NELI.

Disability Accommodations duties: Review and processing of accommodations for staff members. Communicate with provider's as needed as well as with the departments in order to assess ability to accommodate accordingly. Active seeking alternate assignments for employees that can't be accommodate within home department. Partnering with department's Supervisors and/or Directors to track and renew lifelong accommodations.

Human Resources Specialist (promotion), University of Washington Medical Center - Harborview Medical Center; Seattle, WA – 7/2017-4/2018

Assistant and liaison to the Employee Relations Director; maintenance of agenda/calendar, coordinate day-to-day activities and act as the primary collaborator for the Director's projects like the employee engagement survey, performance management tool in workday, sick balance buyback program, bright ideas program and both medical centers yearly service recognition events. Act as primary back up and provide support to the front desk at both: UWMC and HMC. Manage the UW Service Awards program at UWMC and HMC. Process unemployment claims, set up layoff paperwork and maintain departmental documents & resources updated. Perform yearly medical files audit. Data entry of corrective actions on legacy systems. Help the Leave's & Accommodations team and the HR Business Partners as required and collaborate with the implementation of Employee Relations projects into Workday.

Human Resources Consultant Assistant, University of Washington Medical Center; Seattle, WA – 3/2017-6/2017

Perform reception duties, answering multi-line phone and responding to walk-in customers. Respond and routing of client/public inquiries regarding a broad range of Human Resources topics and requests of information such as job application follow ups, Benefits & retirement general questions, staff workplace complaints/concerns, union language interpretation, tuition reimbursement, and many more. Elicit sufficient information for problem resolution and ensure follow up response. Ensure proper routing of documents and inquiries. Preparation of word processing documents, reports, correspondence, computer reports, emails, personnel document filing, database entry, and record maintenance in support of the Service Teams. Process new employee medical files as applicable, and ensure prompt medical filing for the Leave's team. In the absence of staff, check incoming mail and messages, and handle or refer items as appropriate. Act as a coordinator of the service awards program, including the verification of anniversary dates, award distribution, and event support. Keep office area (closets, supply drawers, etc.) organized. Keep and maintain inventory of office supplies. Verification of 1-9 documentation, assistance with some on boarding processes (direct deposit, Benefits enrollment, etc).

Staffing Consultant, Pridestaff; Mission Viejo, CA – 8/2016-2/2017

Recruiting duties: Responsible for timely screening daily applications (range between 25-180 or more a day), schedule and conduct interviews, employ external talent networking resources, prepare interview materials, administer applicant tracking, assessments and reference checking systems. Prioritize open orders, update internal control documents and ensure completeness of all candidates and employees files (I-9 E-verify, online applications). Administer onboarding documents and provide new hires with placement orientation. Act as a front desk receptionist to assist walk-in and scheduled visitors, address any inquiries from candidates, applicants and clients. Engage with other departments as required (Risk Management, Payroll, Accounts Payable). Occasional draft and post of job descriptions. Draft and send general memoranda/reminders for employees. Maintenance and archival of files & records. Keep and maintain inventory of office supplies and assist in a variety of other clerical duties.

Payroll duties: Process payroll for approximately 50 employees on a weekly basis, manual entry of timecards, set up payroll records, ensure accuracy in sick absences, OT, DT, PTO, prepare pay stubs and checks for distribution and adhere to state and franchise regulations in payroll & recruiting practices.

Education

Catholic University Of Costa Rica – Bachelor Psychology, 2015 (Transcripts revised by WES - World Education Services)

UW Coding Bootcamp - Full-Stack Web Development Certificate, 2020