

## SR. HR BUSINESS PARTNER

### Summary

Human Resources professional who promotes a team-oriented and open-door environment that is conducive to a successful staff. Excellent communicator that is highly motivated and able to confront new challenges. Multi-tasked professional that is highly organized and attentive to detail, able to effectively work alone or in a team environment to achieve employer's desired HR goals and objectives.

### Highlights

- Hiring and retention
- Training and development
- Recruiting
- Compensation/payroll
- Salary structure/compensation analysis
- Benefits administration
- Fluent in Spanish
- Employee relations
- Regulatory compliance
- Affirmative Action compliance
- Mediation expertise
- OSHA inspections
- Policy/program development
- HRIS applications proficient

### Experience

Yahoo! January 2009 to January 2010 Sr. HR Business Partner

Dulles , VA

- Screened and selected professionals that demonstrated knowledge and expertise in all departments.
- Partnered with all levels of management to develop and implement staffing plans, conduct interviews, assist managers with candidate selection, source candidates at open houses, career fairs, through the internet and networking, responsible for proposals, making job offers and negotiating salary.
- Managed the process and implementation of the following: employee incentives, retention, turnover, training and development
- Partnered with staffing managers in the development of strategy to meet current staffing needs.
- Managed all payroll, timekeeping and benefits using ADP PayExpert, EZ Labor Manager and HR Benefits.

Alpha Corporation August 2006 to October 2007 Human Resources Manager

Virginia Beach , VA

- Provided all general support of HR functions for 300 employees located in Texas and Ohio.
- Managed recruiting and staffing for all facilities.
- Provided counsel and leadership in human resources decisions, procedures and programs
- Managed the process and implementation of the following: payroll using ADP PayExpert and EZ Labor Manager, benefits, employee incentives, retention, turnover, training and development.
- Responsible for 401k biweekly and annual year-end reporting, 5500 filing, overseeing audits, and meeting administrative deadlines.
- Worked with the benefits broker in maintaining a comprehensive benefits package, making improvements where appropriate and keeping management and staff informed of any changes
- Managed all Workers' Comp functions.
- Maintained current knowledge of all company safety policies and applicable federal and state OSHA regulations. Participate in and direct incident investigations in compliance with company standards. Provide "on call" capability when necessary to participate in and direct incident investigations.
- Identified best practices and organizational efficiencies, as well as coach and train managers to properly apply human resource policies and procedures within the company.

Alpha Corporation August 2004 to July 2006 Human Resources Manager

Miami , FL

- Provided all general support of HR functions, including recruiting, for 51 campuses at the Houston Community College.
- Provided counsel and leadership in human resources decisions, procedures and programs, act as a liaison for feedback and communication between Corporate Human Resources and Regional Management team
- Provided all general support of HR functions for 70 ARAMARK accounts throughout south Texas.
- Managed the process and implementation of the following: payroll using ADP Payroll Systems, benefits, employee incentives, retention, turnover, safety, training and development.
- Maintained current knowledge of all company safety policies and applicable federal and state OSHA regulations. Participate in and direct incident investigations in compliance with company standards. Provide "on call" capability when necessary to participate in and direct incident investigations.
- Identified best practices and organizational efficiencies, as well as coach and train line managers to properly apply human resource policies and procedures within the unit.

Behavior Health Network July 2001 to April 2003 Staff Supervisor

Boston , MA

- Supervised a team of 10 customer service professionals.
- Served as mentor to junior team members.
- Worked with upper management to ensure appropriate changes were made to improve customer satisfaction.
- Trained staff on how to improve customer interactions.

#### Education

Southern New Hampshire University 2016 Bachelor of Arts : Human Resource Management City , State

Anticipated completion Fall 2016.

Rice University 2006 PHR Certificate : PHR Development City , State  
HR Workshops

Targeted Selection/Quick Hire 2005

Conducting an Effective Internal Investigation 2005

Employers and Immigration â€œ US Department of Justice, Civil Rights Division 2005

EZ Labor Manager â€œ Specialized Knowledge and Application 2007

#### Skills

ADP Payroll System, Paychex Payroll System, EZ Labor Manager, HR Benefits Solution, HRIS, HR Expert, ETIME 1000, I-Simply Recruit, PC Recruiter, SAP-System R/3, MAS 200, CRM Siebel, MS Excel 2007 MS Access 2007, MS Word 2007, MS Publisher 2007, MS PowerPoint 2007, QuickBooks: Premier Accountant Edition 2005.