

TALENT ACQUISITION MANAGER - HR

Summary

Human Resources Professional with a eighteen year background in employee management, hiring, training and benefits. Highly detail-oriented and organized.

Highlights

Staff Recruitment and Retention Onboarding HR Compliance & Risk Management Org Development New Hire Orientation Project Management Conflict Resolution HRIS Technology/ATS Employee Relations Bilingual (English/Spanish) Training & Development Microsoft Applications Marketing (advertising, social media, search) Benefits Administration

Experience

Talent Acquisition Manager - HR

January 2012 to Current Composecure

- Participate in developing department goals, objectives, and systems and recommends new approaches, policies, and procedures to ensure continual improvement in department efficiencies and services performed
- Identify appropriate and effective external sources for recruiting top caliber candidates for employment
- Develop programs to attract candidates of all backgrounds, ensuring a culturally diverse workforce
- Assist with direct recruitment efforts for all level positions
- Provide support, guidance, and training to branches in the above-listed areas of human resources
- Organize and conduct New Employee Orientations, as scheduled
- Communicate the Y brand, utilizing the Y voice, in all talent acquisition and on-boarding touch points
- Maintain current job descriptions for all positions within the Association
- Project lead for Bridging that Gap
- Serve as a committee member to our local ERGs
- Serve as a committee for HLLN in collaboration with Y-USA
- Served as part of a panel at EMLE to discuss How to Effectively Recruit in Diverse Communities
- Involved in D&I recruitment efforts for our Association
- Recruiting efficiency: hire ratios, response rates, internal hire rates, referral factors, etc. Track trends and ensure additions to staff are acquired within budget
- Ensure on boarding process is thorough and provides new applicants with tools to successfully perform
- Serves a key role in HR team to perform other HR duties as needed

Human Resources Administrator

January 2008 to January 2011 CIGNA HealthCare

- Various human resources plans and and procedures for all company personnel; assist in development and implementation of personnel policies and procedures
- Participate in developing department goals, objectives, and systems
- Maintain affirmative action program; files EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations
- Conduct recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career pathing program, employee relations counseling, outplacement counseling, and exit interviewing; writes and places advertisements
- Structured implemented programs and policies in areas of training new employee orientation. Also reworked new-hire orientation program to include HR information and company resources

Office Manager/HR Manager

January 1998 to January 2007 National Health Care Associates

- Maintained and updated Human Resources Information System
- Tracked and reported the completion of annual reviews and pay action
- Provided logistic support and coordination for the delivery of employee engagement, workplace surveys and employee focus groups
- Conducted, sourced and reported information related to HR initiatives
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization
- Wrote employee policies covering issues including disciplinary procedures.
- Shadowed and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Developed pre-screening questions
- Conduct background and drug screening
- Employee orientation development and training
- Assist Benefits Compensation Manager
- Provide support, guidance, and training in the above-listed areas of human resources

Education

Bachelor of Science : Business/Marketing , 2014 University of Phoenix University of Phoenix Bachelor of Science Business/Marketing 2014

Associates in Science : 2008 Manchester Community College Manchester Community College Associates in Science 2008

Affiliations

Maintain current job descriptions for all positions within the Association

Certifications

Certified in Sexual Harassment Training

Languages

Employee Relations Bilingual (English/Spanish)

Skills

Hr, Training, Human Resources, Benefits, Benefits Compensation, Compensation, Disciplinary Procedures, Employee Engagement, Office Manager, Recruitment, Affirmative Action, Eeo, Equal Employment Opportunity, Interviewing, Budget, D&i, Diversity And Inclusion, Recruiting, Talent Acquisition, Voice, Advertising, Applicant Tracking System, Ats, Benefits Administration, Best Practices, Employee Relations, Employment Law, Hr Information System, Hris, New Hire Orientation, Onboarding, Org Development, Organizational Change, Organizational Development, Project Management, Risk Management, Strategic Planning, Trading, Marketing