

# TANIA FRANCESCA NÚÑEZ

General Psychologist, Human Resources Professional

## ABOUT

As a skilled and determined professional, it is my objective to obtain a full-time position that will build my expertise to further advance my career. I am hardworking, passionate about working with people, meticulous in paperwork, and confident that I can achieve any goal set before me.

## EDUCATION

- Psychology degree, Santiago Technological University.
- Human Resources Administration Diploma, The Center Technology and Continuing Education Of The Pontifical "Madre y Maestra" Catholic University.
- BASC Internal Auditor Certificated.
- Certificated DDI International Trainer.

## EXPERIENCE

### **I-Receptionist at Timberland Footwear Company:**

- Perform general office duties, handling of fax and mail.
- Meet and interact with suppliers and visitors.
- Support the Human Resources department in general tasks.
- Create purchase requisitions using SAP.
- Assist in employees activities coordination.

### **II-Human Resources Specialist at Timberland Footwear Company:**

- Evaluation and recruitment of new staff.
- Prepare, organize and update associated files.
- Perform absenteeism and turnover metrics.
- Management of Codisa system.
- Management of labor union.
- Prepare employees hours reports for payment.
- Coordination of employees activities.
- Perform staff dismissal.

### **III-Human Resources Analyst at Notions Dominicana:**

- Perform the Recruitment and Selection process.
- Prepare the payroll in a timely manner, ensuring compliance with labor contracts and the corresponding legal provisions.
- Create and maintain update the job descriptions.
- Make the designs and modifications to the organizational charts.
- Perform staff dismissal.
- Organize employees activities.

## CONTACT

646-736-8243

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Queens, NY, 11368

## SKILLS

Passionate and committed worker.  
Motivated, well-disciplined individual.  
Highly dependable and confidential.  
Finds joy in assisting others.  
Team player.

Excellent written and oral  
communication skills.

Efficient in Microsoft Office.

Efficient in Microsoft Dynamics Great  
Plains.

Workday knowledge

Psychometric tests management

Knowledgable in conversational English  
and Spanish.

## REFERENCES

- Mr. Alexander Boitel (Human Resources Manager, Sewn Products Inc) 809-902-0209.
- Mrs. Ana Fermín (Legal Department Manager, Timberland) 809-284-2406.
- Mrs. Daylina Gonzalez (Human Resources Coordinator, Notions Dominicana) 809-284-8777.