

Raya Alsaedi

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A Progressive Results-Driven Human Resources Partner with 6+ years of success in developing, implementing and managing programs. Trusted leader with exceptional communication skills, adept at coaching, training and developing employees and building strong relationships with business partners to achieve corporate goals. Highly skilled in recruitment, retention, employee engagement, enhancing culture, and performance management.

EXPERIENCE

Acme Construction Supply Co., Seattle, WA

HR Business Partner

June 2019-Current

HR Generalist

Jan 2019-June2019

Provides consultative support and partnership to the leaders and associates across all locations to drive critical human capital initiatives and associated business results. Leads Activities and ensures successful achievement of objectives related to employee engagement, workforce management, performance management, talent development, succession planning, diversity and inclusion, communications, and change management. Proactively diagnoses issues and opportunities and takes necessary action to bring timely resolution.

- Reviews current business practices and recommends solutions for higher efficiencies. Such as evaluating succession plans, preparing for growth or reductions in force.
- Establishes successful relationships with C-level and management to enable change and drive employee engagement.
- Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values.
- Plays an integral role in evaluating compensation and performance and creating recommendations to drive higher productivity.
- Prepares and conducts on-going training for the organization on key issues and trends such as; remote team building, creating a high performance culture, employee engagement, performance management, and handling difficult conversations.
- Uses organizational diagnostics (e.g., surveys, workforce analysis, HR compliance reporting, etc.) to proactively identify and react to key talent/employee engagement challenges and opportunities in the business. Partners with leaders to craft, select, implement, and/or support solutions (e.g., team or individual assessments, team building events, coaching, customized training, or other appropriate actions).
- Coaches leaders on change management strategies and resistance management techniques in accordance with the Acme's change management methodology.
- Develops, launches and administers a new hire orientation program for 350+ exempt and nonexempt employees. Work was adopted as a best practice and deployed for use across the company.

- Designs and develops a company-wide wellness program to increase employee engagement and create healthy habits. Received Cigna's Well-Being Employer Award for 2020.
- Effectively manages multiple resource actions reducing headcount 20% per year.
- Creates talent management plans to align with short and long term strategic plans.
- Negotiates contract terms with talent and temp agencies.
- Ensures compliance with state and local laws for a multi-state 350+ employee organization.
- Integrates diversity and inclusion best practices throughout the workforce strategy and talent acquisition processes for multiple divisions.

De Paul Treatment Centers, Portland OR

HR Generalist

Dec 2017-Jan 2019

HR Administrator

Jan 2017-Dec 2017

Partnered with VP, HR Operations and Director, Diversity & Inclusion initiatives.

- Full Cycle recruiting. Ensured that all hiring, recruitment and HR processes are in compliance with all local, state and federal laws.
- Designed a leaders development tracker to assess the skills, performance and behaviors of leaders for succession planning.
- Created an internal process to "flag" targeted affirmative action goals within the talent acquisition tool that was adopted across the company of 200+ employees.
- Created a strong team presence, with consistent achievement in motivating and engaging employees building top performing teams in the organization improving employee retention and working relationships in all departments.
- Initiated exuberant creative ways to motivate employees by introducing awards, Employee Appreciation Days, Acts of Kindness, innovative walking wellness programs etc.
- Monitored departmental budgets relating to hiring and manages the HR budget.
- Advised management and employees on HR issues.
- Investigated complaints and grievances.
- Developed and managed employee handbook and updated policies.
- Administered employee health and welfare benefits (New Enrollments, Open Enrollments, COBRA, Life Insurance, AD&D, STD, LTD and 401K). Kept Summary Plan Descriptions updated.
- Negotiated benefits coverage, services and costs with brokers.
- Administered the Employee Discount program, Employee Recognition and Tuition Reimbursement programs.
- Trained new management on benefits, policies, procedures and laws.
- Administered 401(K) and provided updates to the CFO with plan changes and terminations.
- Developed an annual training plan and implemented required training.
- Served as the back-up for processing payroll.

International Language Bank, Portland OR

HR Specialist

2014-2017

Partnered with employees and management to communicate various HR policies, procedures, standards and regulations.

- Conducted audits of payroll, benefits, 401K, Flexible Spending Accounts (FSA) and other HR programs and recommended corrective action.
- Supervised over 200 independent contractors with full responsibility for recruiting, interviewing, hiring and training.
- Worked effectively with ADP business groups to resolve issues.
- Oversaw relationships with external providers by tracking their performance and established metrics for improvement when necessary.
- Maintained professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Developed process improvements, to ensure team members are adhering to the schedule.
- Worked closely with the Compliance Director to manage workflow to find ways for efficiency.
- Gathered all required payroll data, including timesheets, forms, and benefits information.
- Calculated monthly salary payouts incorporating overtime, deductions etc. in compliance with HR Policies and Procedures.
- Evaluated and ensured all types of Employee Request is addressed and closed within the stipulated time.
- Investigated case-by-case employee complaints or concerns are brought forth, conduct investigation and close the request.

EDUCATION

HUMAN RESOURCES & BUSINESS MANAGEMENT ,PORTLAND STATE UNIVERSITY

HIGH SCHOOL DIPLOMA, LINCOLN HIGH SCHOOL

SKILLS

- Trilingual fluency in English, Arabic and Russian
- Strategic Workforce Training
- Employee Relations/Engagement
- Organizational Design
- Performance Management
- Compliance/Employment Law
- Talent Management

CERTIFICATIONS

- SHRM-CP
- Safety in Motion Instructor
- Mental First Aid
- CPR/First Aid Instructor

