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| **EDUCATION** |  | **EXPERIENCE**  **HUMAN RESOURCES MANAGER**  May 2016–May 2019  Synergy Apps, Maspeth, NY  **Key Qualifications & Responsibilities**   * Oversaw a human resources department of 5 team members and their various functions. * Effectively liaised between senior management and employees to maintain and improve company-employee relations. * Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget. * Ensured compliance of company directives, regulatory concerns, and health and safety protocols. * Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.   **Key Achievements**   * Awarded the 2018” HR Executive of the Year” from HRPRO for the Northeast US region. * Implemented a new onboarding process which cut down training times by 2 days.   **HUMAN RESOURCES SPECIALIST** April 2014–May 2016  Gromleeb Gaming, Bronx, NY  **Key Qualifications & Responsibilities**   * Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes. * Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests. * Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions. |
| **MS IN HUMAN RESOURCE MANAGEMENT**  Marymount Manhattan College, New York, NY  **Graduation:** 2017  **BS IN BUSINESS ADMINISTRATION** (Human Resource Specialty)  Baruch College, New York, NY  **Graduation:** 2015 |  |
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| **KEY SKILLS**   * Employee Selection & Development * Occupational Safety * Employment Law * Recruitment & Onboarding * Organizational Communication * Developing Training Programs   **CERTIFICATIONS**   * 2018 SHRM Senior Certified Professional (SHRM-SCP) * 2017 ATD Certified Professional in Learning & Performance (CPLP) * 2017 HRIS Certification / HRIP Certification |  |
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