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| **EDUCATION**  |  | **EXPERIENCE** **HUMAN RESOURCES MANAGER**May 2016–May 2019Synergy 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 2016Gromleeb 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.
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| **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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