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| **Marilyn Rodriguez** |  | **EXPERIENCE**  **Senior Human Resources Manager** Toys R Us  Wayne, NJ 2019 - Present   * Schedule and facilitate new employee orientation which includes the relaying of key company policies and procedures. * Conduct Daily Payroll Reports using Automatic Data Processing (ADP) and approve payroll bi-weekly. * Manage all labor relations functions including negotiations, grievance resolution and the administration of collective bargaining agreements. * Reported to Principal, Human Resources for the South-Central Region (located in Dallas). * Researched HR policy issues, developed and recommended new procedures and implemented changes.   **Human Resources Business Partner** Toys R Us  Wayne, NJ 2017 - 2019   * Led the people strategy for new store openings including, recruiting, on-boarding and legal compliance. * Make sure all employees are up to date on all company policies and training. * Job Descriptions Responsible for reviewing all applications on the Taleo System and Unicru System. * Be aware of, abide by & enforce Federal/State employment laws and policies/procedures. * Coordinate requests for paid and unpaid leave from work including workers' compensation, LTD and FMLA.   **Senior Recruiter** Comcast  Philadelphia, PA 2016 - 2017   * Trained staff and new recruiters on Comcast human resources policies and Brass Ring. * Source and identify potential candidates using various means (research, referrals, database reports, phone calls). * Worked with leadership to gather requirements, publish requirements, source candidates, conduct interviews and process onboarding. * Assisted in the recruitment processes at job fairs and other career-oriented events. * Travel, temporary, permanent placement of Healthcare Professionals, Physical Therapy, Occupational Therapy, Speech Language Pathology, RN. * Managed two junior recruiters and oversaw business development and key account support.   **Healthcare Recruiter** American Red Cross  Philadelphia, PA 2010 - 2016   * Perform internet and database research to build recruiting pipelines. * Provide excellent customer service to all donors. * Attended weekly Human Resources staff meetings to provide staffing and recruiting updates. * Handle recruitment processing, include offer letters, background check processing and on boarding tasks. * Worked with corporate office and HR department on roll out of new recruitment processes, Taleo. |
| HR Manager Resume  Wayne, NJ  (330) 555-8523  mrodriguez@example.com |  |
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| **EDUCATION**  **Bachelor's Degree**  **Central State University**  **Wilberforce, OH**  **2002 - 2005**  **Major: Business**  **SKILLS**   * Organization Development Performance Management * Counsel Professional Organizations * Internal Database RN * Ensure Compliance Flsa * Position Requirements Total Rewards |  |
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