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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.
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| HR Manager ResumeWayne, 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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