



INFO:

Address:

Quarryville, PA
Willing to Relocate

Phone:

920-698-1614

Email:

VanessaDiaz2012@yahoo.com

OBJECTIVE

Self-motivated professional looking to use gained human resources experience and knowledge to improve the direction of a progressive forward-thinking and diverse organization.

EDUCATION

University of Wisconsin – Green Bay

Bachelor of Business Administration

Major: Business Management and Human Resources

Minor: Public Administration

PROGRAM & SKILLS

Microsoft Excel
Microsoft Word
Microsoft Outlook
Microsoft PowerPoint
Oracle
Business Objects
Spanish

EXPERIENCE

Senior Human Resources Coordinator, Dec. 2019 – Current

Human Resources Coordinator, April 2019 – Dec. 2019

WSP USA Inc., Ephrata, PA

- Onboard employees by working closely with the talent management team, Human Resource Business Partners, and hiring managers to complete the following: draft offer letters, send new hire forms and background checks, ensure I-9 forms are completed and documents collected, provide first day instructions, and enter accurate employee information in the data tracking software.
- Offboard employees by working closely with the HRBP team to complete the following; provide paperwork and instructions for the employee's last day, ensure all final wages are paid out on time, terminate them in the employee tracking software, and keep accurate termination records.
- Assist both the college program team and current team by screening open positions and providing resumes that meet qualifications. Held over the phone screenings and interview possible candidates.
- Train new hires that joined the team on all processes of the role and was assigned as a point of contact for new hires to ask questions. Held multiple meetings with human resources partners to go over how to handle leave of absences.
- Assist in leave management for 9,000 employees across the United States by staying current on state-specific leave policies and regulations, ensuring employees receive all leave information, and ensuring their leave is reflected in the employee tracking software.
- Built out guides for HR procedures for the newly created leave of absence team to ensure consistency in all cases sent to the team. Conducted research and created templates for all new state-based leaves.

Reputation Specialist, July 2018 – April 2019

BrandYourself, Lancaster, PA

- Created efficient marketing strategies to meet client goals for 10-12 high-end profile candidates at a time.
- Managed client websites, assist with social media accounts, and created content that align with client objectives.
- Kept an open line of communication through email, calls, and text to help answer any client or goal related questions around the clock.
- Provided monthly goal updates to clients by creating presentations on what goals that have been achieved and what to expect moving forward for their strategy.

COMMUNITY VOLUNTEER EXPERIENCE

Cashier, Sheboygan Habitat for Humanity ReStore

Face Painter, John Michael Kohler Arts Center

Drama Teacher, Repairs of the Breach

Volunteer Assistant, John Michael Kohler Arts Center

COLLEGE ACTIVITY

University of Wisconsin - Green Bay

Executive Assistant, Student Government Council,

Participant, American Multicultural Student

Student Member, Society for Human Resources Management

Participant, American Multicultural Student

Mount Mary College

Vice President, Caroline Hall Council, Mount Mary College

Secretary, Caroline Hall Council, Mount Mary College

Leadership Conference

Representatives, Wisconsin United Residence Hall Association,

Participant, Box-Out Homelessness

Participant, Leadership Summit

Recruiting Assistant, Nov. 2016 – June 2018

Schneider, Green Bay, WI

- Answered incoming calls in a call center environment to discuss open positions and go over any completed applications with callers. Reviewed job position criteria and screened candidates to ensure they met job qualifications, if they did not, I would discuss their available options to help find them a role.
- Followed up with candidates via phone or written contact to continue the hiring process if they were not scheduled for an interview.
- Scheduled interviews for prospective candidates with recruiters for all driving positions across the United States.
- Maintained superior customer service with all candidates and internal associates.

Key Achievements

- Selected to participate in a High Potential Program.
- Selected to test a chat feature on the website, and a tiles program for the department.
- Selected to be part of the CDL Training Program and Third-Party screeners.

Shift Lead, June 2016 – Nov. 2016

Walgreens, Sheboygan, WI

- Delegated daily store tasks and ensured they were completed by store personnel.
- Created a positive and learning work environment for the employees.
- Answered customer calls and concerns in a timely and professional manner.
- Accurately handle money and settle cash drawers at the end of the day.

Volunteer Coordinator Intern, Oct. 2015 – Dec. 2015

The Children's Museum of Green Bay, Green Bay, WI

- Completed outreach to multiple universities, colleges, and employers to recruit volunteers and groups to assist with events.
- Accurately register new volunteer information and log hours in the system.
- Sent out monthly newsletters to subscribed volunteers, handled changing the monthly bulletin board, and completed a volunteer of the month email.