

Summary

Strategic Human Resources Leader with extensive partnering with executives to align people strategies with business goals while ensuring seamless day-to-day HR operations. Skilled in employee relations, benefits administration, talent management, compliance, HRIS optimization and organizational development.

Core Skills

- HR Leadership & Strategy: Employee Engagement, Talent Management, Succession Planning, and Leadership Coaching
- HR Operations: Payroll Administration, Benefits, HRIS (Paycor, Paycom, Namely, UKG), and Policy Compliance
- Employee Relations: Investigations, Conflict Resolution Progressive Discipline, and Labor Law Compliance
- Recruitment & Development: Full- Cycle Recruiting, Onboarding, and Training & Development

Experience

Human Resources Business Partner (Contract)

1/2025 to 7/2025

Fulgent Oncology (formerly CSI Laboratories)

- Aligned people strategy with business goals delivering hands-on operational HR support for acquisitions.
- Partnered with leadership to improve processes, and ensure compliance, while managing day-to-day HR operations including benefits administration, and HRIS support.

Human Resources Manager- *Hybrid*

10/2022 to 1/2025

CRH Healthcare

- Functioned as HRBP to 4 regional VPs, advising on performance management, succession planning, and employee relations.
- Reduced hourly turnover by 18% as leader of an engagement taskforce; improved engagement scores by 15% YoY through recognition programs.
- Guided smooth payroll system transition from UKG to Paycor, ensuring accurate and timely processing.
- Strengthened compliance by maintaining updated policies, handbooks, and procedures in line with federal and state laws.
- Managed and resolved complex employee investigations, in compliance with laws to promote a positive work environment.
- Optimized performance management by providing leaders with day-to-day advice and support in coaching, counseling, training & development, and progressive corrective actions to establish superior performance culture.
- Collaborated with management to identify successors in the organization to develop succession plans and programs.

Human Resources Manager- *Remote*

09/2020 to 01/2023

The Hope Program – Reported to the CFOO

- Administered payroll by applying strong numerical skills, ensuring accuracy of time sheets, timely payments and completing year-end tasks.
- Revised and maintained organizational policies to promote compliance with the employment laws and regulations thereby improving the efficiency of the HR department.
- Conducted informative HR sessions on policies and procedures & ensured that employees and management received and understood the importance.
- Managed and resolved complex employee investigations, in compliance with laws to promote a positive work environment.
- Advised and counseled management on grievances and provided the most appropriate solution thus cutting down on time to be taken to address employee conflicts.
- Used Paycom HRIS to process data reporting for the purpose of making reliable decisions and to streamline the HR operations.
- Implemented full life cycle recruitment which entails creating a solid pool of candidates and assisting in new hire training which helps to streamline the hiring process as well as improve new employees' assimilation.
- Coordinated performance review and promotion processes, such as facilitating feedback and recommending training and professional growth for employees to improve individual and team productivity for career advancements.

Human Resources Generalist-Onsite

10/2018 to 08/2020

Institute of Community Living

- Implemented, coordinated and oversaw all aspects of recruitment for candidates including sourcing, interviewing and selection to deliver efficient hiring solutions and proper placement at different levels.
- Trained and mentored three recruitment assistants to optimize team efficiency in the delivery of recruitment services and the attainment of recruitment targets as well as to increase overall team performance.
- Used the ICIMS database and recruitment events to source and attract candidates thereby increasing the candidate pool and quality of submitted candidates.
- Administered standard interviews for candidates at entry level and mid-management levels so that relevant occupant is matched to the organizational needs.
- Reviewed and ensured HR compliance with professional licensure and employment authorization regulations and procedures to remain legally compliant and reduce potential compliance issues.
- Managed the employee referral programs and analyzed the exit surveys' results considering the feedback and incentives as tools to optimize the recruitment process and maximize the retention rates.

Human Resources Junior Generalist

11/2016 to 12/2017

Education Dynamics

- Acted as a key point of contact in addressing any questions/inquiries from the employees by offering professional solutions, which similarly improved HR service delivery and stability.
- Involved and contributed towards training and development, to enable people to gain skills acquisition in their places of work, and knowledge acquisition in general.
- Implemented and maintained onboarding forms with the help of Namely (HRIS) and streamlined onboarding processes with other departments to help recent hires and increase the efficiency of the procedure.
- Implemented recruitment processes in sourcing of candidates, interviews, and the ability to hire him or her, that met organizational staffing requirements.
- Retained up to date awareness of the local, state and federal employment laws to ensure that all the activities of the Company's HR were compliant and hence reduced on legal liabilities.
- Maintained payroll, benefits, and HR administrative tasks, oversaw documentation, and processed reports that made the work of HR more efficient and enhanced data organization and reporting.

Human Resources & Payroll Coordinator

11/2014 to 10/2016

Coverall North America, Inc

- Reduced clerical and administrative responsibilities of the human resources department by implementing and maintaining the HRIS system, resulting in a more efficient provision of data.
- Managed and addressed payroll issues which led to improved efficiency of employee's remuneration.
- Assessed and monitored worker's compensation claims with follow-up for the early processing of the claims and total compliance with legal authorities.
- Managed unemployment, worker's compensation and disability claims thoroughly to ensure equity and compliance.
- Developed, checked for approval, and revised the HR policies and programs which enhanced organizational standards.
- Completed and submitted required annual forms to the government such as the EEO-1 and Workforce Labor Documents.
- Conducted benefit enrollment which saved time and maintained compliance as well as increased benefit literacy among the staff.

Education and Certification

Master of Arts: Industrial & Organizational Psychology : Minor: Human Relations

Bachelor of Arts: Psychology

Senior Professional of Human Resources (HRCI)- 601014335SPHR

Professional of Human Resources (HRCI) -601014335PHR

Certificate of Achievement in HR Ethics and Management Skills (HRCI)

Brooklyn, NY

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Expires 7/2028

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