

Job Gator One
(713) 221-5011
Gator2029@uhd.edu

SUMMARY

MBA candidate dedicated Human Resources Assistant focused on developing efficient processes using knowledge of recruiting, employee relations, training, development, and auditing. Highly productive and well established in administrative environments which are fast-paced and challenging. Communicates and collaborates at all levels of personnel by relying on excellent interpersonal skills, outstanding CSR and a solid background in HR project management.

EDUCATION

University of Houston-Downtown, Marilyn Davies College of Business, Houston, TX

Master of Business Administration, May 2021

Concentration: Human Resource Management

Overall G.P.A.: 3.0

Mays Business School, Texas A&M University, College Station, TX

Bachelor of Business Administration in Finance, December 2008

G.P.A.: 3.5

RELEVANT COURSEWORK

Labor and Employee Relations, Talent Management, Strategic HRM Talent Acquisition, Compensation and Benefits

EXPERIENCE

Human Resources Assistant

June 2013 – August 2013

Marathon Oil, Houston, TX

- Trained 25-member management team on interviewing techniques and best practices, presenting workshops and one-on-one coaching sessions contributed to sound hiring decisions.
- Co-developed company's first-ever standardized disciplinary procedures and tracking system insulating company from legal risk and ensured consistent and fair discipline processes.
- Devised creative and cost-effective incentive and morale-boosting programs (including special events and tiered awards structure) elevating employee satisfaction and productivity by 77%.
- Reworked new-hire orientation program to include HR information and company resources resulting in 13% annual retention
- Improved performance management by standardizing systems across departments

General Manager

January 2008 – June 2013

Hotel Intercontinental, Houston,

- Directed marketing efforts to increase retail business resulting in 17% additional revenue, oversaw budget profit loss statements and led strategy for new business opportunities
- Employed multiple feedback mechanisms and analysis to improve recruiting processes increasing annual retention
- Initiated computerized billing and reservations systems, managed regular audits and oversaw cash management, and maintained inventory control with quarterly and monthly cycle counts.
- Supervised 11 assistant managers and hourly staff, including hiring, scheduling, and developing team members and conducting regular performance appraisals increasing morale.

ACTIVITIES

Society for Human Resource Management (SHRM), President, Fall 2011-present

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook, Java, Photoshop

Fluent in English and Spanish