

SUBSTITUTE TEACHER

Summary

Seeking an Administrative position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company, which will require me to apply my knowledge to assist the company in the accomplishment of its goals and develop excellent work environment. Extensive background in HR generalist affairs, including experience in recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation Highly knowledgeable in HR policies development and legal compliance Ability to balance the books and handle finances in a responsible manner Effectively developed team building programs, including writing personal manuals, corporate policies, job descriptions and management reports Bilingual: Fluent in Spanish and English

Experience

Substitute Teacher

December 2014 to May 2015 Company Name i¼ City , State

- Prepare classwork based on lesson plans established by the primary teacher.
- Demonstrate versatility in methods of instruction by understanding the lesson development plan.
- Demonstrate and understanding of adopting school cultural practices by observing teachers and adapting quickly to work environment.
- Ability to manage time with teachers and students within the adopting school schedule.
- Frequently substituted teachers for ESL/ESOL, Spanish (elementary level) and special education classes.
- Managed to be selected as a paraprofessional for students with special needs.
- Genesis tcm corp., orlando, fl.

Human Resources Manager

January 2014 to July 2014

- Prepared and handled assignments for employees by establishing and conducting orientation and training program.
- Maintained work structure by updating job requirements and job descriptions for all positions.
- Created and updated comprehensive employee recruiting strategies to supplement staffing and attract talented candidates.
- Audited workplace; ensured employee and management policies and procedures were followed.
- Controlling cost and ensuring that they do not exceed budgets.
- Updated key human resources metrics, including turnover and termination, using reporting tools on the HRMS database.

Store Manager

December 2010 to July 2014 Company Name i¼ City , State

- Managed and administered the entire store which included Human Resources, payroll, budget and planning.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans, FMLA, FSA, PTO, HIPAA and Work Compensation benefits.
- Responsible for interviewing new employees and facilitated new hire orientation.
- Direct personnel, training and labor relations activities.
- Identifying vacancies, post open job; screen and match applicant with open positions, background and reference checks.
- Providing leadership, management, coaching, monitoring a direction to the employees to achieve targets.
- Maintaining the personal file of the employees updated and keeps tracking of record attendance.
- Responding to letters, emails and general correspondence.
- Providing clerical and administrative support to staff of the Human Resources department.
- Handling employee's full and final settlement, exit interviews process.
- Responsible for preparing and developing Loss Prevention meetings.
- special assignments Xthebanie the club & restaurant, san juan, pr.

General Manager and Partner

May 2002 to January 2004

- Responsible for daily operation and restructuring of tasks throughout the day.
- Assisting with day-to-day HR related questions.
- Provided leadership, direction and new strategies process to staff through hands on operational management.
- Recruited, hired, trained and retained high quality select employees.
- Developed new strategies to control inventory and reduce inventory shortages.
- Planned special events and parties in accordance to the company policies and the client's needs.
- Coordinated meeting with new clients and vendors to ensure that the daily tasks are on schedule.
- Managed and set operating budget, followed-up on daily operating numbers.

Education

The Real Estate Institute (TREI) i¼ City , State Sales Associate FREC 1 Pre- Licensing, Sep 8, 2015

B.B.A : Management , May 2014 University of Turabo (UT) SUAGM i¼ City , State Management

B.A : Journalism , May 2003 Universidad Del Sagrado Coraz n (USC) i¼ City , State Journalism Type Personal Name Type Personal Name

Skills

administrative support, benefits, budget and planning, budgets, budget, clerical, coaching, client, clients, database, direction, special events, FSA, Human Resources, HR, instruction, inventory, labor relations, leadership, lesson plans, letters, Loss Prevention, meetings, payroll, personnel, policies, pr, quality, recruiting, reporting, Sales, san, Spanish, staffing, teacher, Type

