

Miguel Garibay

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EDUCATION

University of Colorado at Boulder
Bachelor of Arts, Political Science
December 2010
Boulder, Colorado

WORK EXPERIENCE

XCLUSIVE STAFFING

Senior Human Resources Manager

2011-PRESENT
JUNE 2012-PRESENT

- Intake of all HR related matters
- Lead recruiting efforts for offices nationwide consisting of ~135 full-time employees annually, 5,000 temporary employees weekly
- Manage pre-screening of all employees; background checks, drug tests, reference checks
- Coaching, training, developing, hiring, and firing the HR Administrative Assistants
- Compile and maintain all incident reports including victim and witness statements
- Facilitate resolution in accordance to Xclusive policies and procedures
- Track worker's compensation and facilitate return-to-work efforts
- Contact and pre-screen potential applicants for internal positions
- Interview and recommend applicants for internal positions
- On-boarding and exit procedures for all internal employees
- Maintain vendor relationship and order office supplies and equipment for sixteen offices
- Oversee FMLA program
- Comply with employment laws, regulations and guidelines as set forth by the ADA, FLSA, OSHA, FMLA, and other government agencies

Administrative Assistant

DECEMBER 2011-JUNE 2012

- Payroll reconciliation
- Manage inventory and supplies
- Assist owner of company and Director of HR
- Spanish translation

SKILLS AND ACHIEVEMENTS

- Increased overall applications through recruiting efforts nationwide (highest volume growth +1456 in Orlando, highest rate of growth +260% in Tampa)
- Decrease average reporting time for workplace injuries from 7 days to 1.5
- Computer skills; Stata, Microsoft Office Suite, Google Drive, TKO
- Mountain States Employment Council courses; I9 Compliance, Investigations in the Workplace: Two-Day Workshop, Interviewing and Hiring I, Employee Handbooks: Revising and Developing, Recruiting: The Strategy and the Tactics

LANGUAGES

- Spanish (native proficiency)