

# Maby Arias

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## Summary

A proven HR leader with over Ten years of experience and strong business acumen passionate in training and building solid working relationships to improve diverse environments.

## Summary of Skills

- Recruitment/Staffing
- Benefits administration
- Training and development
- Hiring/Firing
- Employee benefits
- Experience with conflict resolution
- Interviewing experience
- Employee coaching

## Relevant Experience

### MASTERSON PERSONNEL, Bloomington, MN 2001- 2011

#### Staffing Coordinator

- Manage personnel for temporary staffing operations of a \$4MM revenue manufacturing client.
- Train, develop, and discuss developmental plans with internal staff.
- Mentor internal and temporary staff through constant changes of the clients' needs.
- Organize, develop, and facilitate monthly safety training for temporary employees on all shifts.
- Oversee completion of Standard Work Analysis' training for preferred temporary staff.
- Continue to offer and assist in different business plans surrounding staffing, budgets, talent management and implementation.
- Recruit, interview, and hire for personnel as needed for our clients.
- Oversee personnel files, payroll, personal time off accrual, discipline and performance.

### Elite Staffing, California 2000-2001

#### Staffing Supervisor

- Directed administrative workflow and delegated duties.
- Conducted new employee training, orientations and provided feedback during the new-hire process.
- Assisted with sales calls to maintain and develop the base of current clients to ensure growth and retention.
- Developed site-specific staffing strategies for temp-to-hire and skilled positions.
- Resolved disputes between temporary employees in English and Spanish.
- Investigated and assisted with all temporary employee workers' compensation issues.
- Maintained accurate payroll records for over 300 temporary employees.

## Education

### Compton High School

Compton , California HS Diploma

2000

## Keywords

- Language: Spanish (advanced level)
- Computer skills: Microsoft Office Suite, TempWorks and Time Centre  
Accounts payable, Tax Preparation, Customer Service

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