

MARIA RENTERIA

Hudson, CO 80642 | mrmsdiva@gmail.com | 972.900.2193

HUMAN RESOURCES BUSINESS PARTNER & GENERALIST

PROVEN LEADERSHIP IN EMPLOYEE RELATIONS, TEAM DEVELOPMENT & ORGANIZATIONAL EXCELLENCE

Driven and energetic HR Business Partner with a record of successfully executing and supporting critical HR initiatives to drive cost efficiencies, attract and retain top talent, and position companies for growth. Excels in managing multiple projects concurrently, highlighting inefficiencies, and implementing cost effective solutions. Catalyst, problem solver, and coach for functional groups and senior management. Known for handling complex situations with professionalism, thoughtful risk, and urgency. Thrives in fast-paced, ever-changing work environments. Promotes a collaborative team and personal growth.

Core Strengths

Bi-Lingual Communications (Spanish/English) | Labor Relations | Employment Law | Human Relations | Leadership | Team Collaboration | Complex Problem Solving | Interviewing | Special Projects | Public Speaking | Confidentiality | Conflict Resolution | Performance Goals | Employee Development | New Hire Orientation | OSHA Safety Compliance | Policies & Procedures | Succession Planning | STD/LTD-FMLA-LOA-ADA | I-9 Audits | HRIS Data Management | COBRA Worker's Compensation | Benefits Administration | Payroll Systems | Employee Incentives & Awards

PROFESSIONAL EXPERIENCE

Sr. Human Resources Business Partner | SR Originals Desserts | Aurora, CO | 2017-Present

Performs administration of HR functions including benefits, performance management, and employee relations. Serves as an advocate for employees and management on labor relations issues such as FMLA, ADA, STD/LTD, and Workers Compensation. Investigates employee relations issues by collecting information, analyzing potential risks, and devising appropriate solutions. Determined appropriate employee discipline and recommended appropriate documentation techniques.

Key Accomplishments:

- Established trust between HR and Department Managers/Supervisors that was not previously shown within the organization.
- Incorporated "Train-the-Trainer" meetings for management for managers and employees to better understand policies and procedures.
- Turned around employee relations and labor relations within 6 months by informing management of proper employment laws.

Human Resources Generalist | Select Staff Contract for American Standard | Grand Prairie, TX | 2016-2017

Supported core annual programs by incorporating best practices in goal setting, performance evaluations, compensation planning, talent assessments, succession planning, and benefits administration. Utilized best practices in recruitment and staffing to achieve compliance on work standards and staffing on second shift. Maintained all Personnel Records, I-9 audits, updated HRIS, and kept detailed employee files.

Key Accomplishments:

- Resolved 100% human relations issues by recruiting and staffing the second shift with 120 new employees within 3 months.
- Assisted in new acquisition transition procedures for employees and departments by planning priorities and taking action.

HR Manager | Express Employment Professionals Contract for HOB International, Inc. | Dallas, TX | 2014-2016

Directed full cycle recruiting including screening resumes, interviewing, conducting background checks, and obtaining all required documentation for on-boarding. Conducted a high-level of talent management, employee relations, and employee incentives to obtain and retain high-performing employees.

Key Accomplishments:

- Achieved higher employee satisfaction and employee retention rates by aligning strategic initiatives to accomplish company goals.
- Completed payroll processing for 160+ temporary employees and performed all verification duties.

Payroll & Benefits Administrator | Verify Personnel Contract for Ryan LLC | Aurora, CO | 2013-2014

Handled payroll and benefits administration programs including self-service websites, education, policies, and procedures. Managed payroll processes for 750+ employees across 7 states, and oversaw data validation for approximately 500+ employees acquired during company new acquisitions. Reviewed Ultipro payroll systems for payroll processing and accuracy including verifications of W-4, W-2, and other tax documents. Completed all payroll and tax reviews prior to deadlines.

Key Accomplishments:

- Investigated and resolved benefit plan anomalies to ensure smooth deployment.
- Incorporated an efficient benefit election processes by reviewing plan validation and approval.

HR Generalist/Payroll Administration | Saddle Creek Corporation | Grand Prairie, TX | 2009-2013

Served independently a team of one General Operations Manager and 12 Supervisors in all HR and payroll functions. Assisted employees with benefit elections and payroll services throughout the orientation process. Conducted new hire onboarding and exit interviews to assist the company with obtaining and retaining practices that would keep the most valuable employees.

Key Accomplishments:

- Developed a proposal for a wage and incentive scale and a performance evaluation program.
- Facilitated Regional/HR Manager with weekly meetings and updated reports.
- Processed payroll, including all addendums and exceptions for over 250 employees.

EDUCATION & CERTIFICATIONS

SHRM-PHR Certification, Currently Enrolled, 2019 Expected Attainment of Certification

Studies in Computerized HR & Business Administration, Computer Learning Center, Houston, TX

Certification of Completion – Benefits 1 Overview & Employee Administration, Ultipro (2013), ADP Pay Expert and Enterprise Payroll, Report Smith, HR Benefits, Et|me, Ceridian Payroll

TECHNICAL PROFICIENCIES

ADP Enterprise/WorkForce ■ HRIS/SAP ■ HR360 Self Service ■ ADP Pay Expert ■ ULTIPTRO ■ MS Office Outlook
Paylocity ■ Execupay ■ Oracle ■ Kronos ■ PeopleSoft Payroll ■ DOL/Labor Law ■ Silk Road Open Hire ■ HRMS
E-Verify ■ Drive On Boarding ■ Sterling Background