

# Matias Araya

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612-876-6134

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**Professional Summary:** Certificated Human Resources professional with extensive and broad experience on payroll, benefits, labor relations, recruiting, hiring and employee management and retention.

**Education:** University of Minnesota  
B.A. Global Studies  
International Political Economy  
August 2012

Minneapolis Community and Technical College  
A.A Liberal Education  
ESL Education Program  
May 2011

University of Valparaiso  
B.S. Business Administration, Management and Finance  
August 2007

**Certification:** Society Human Resources Management Professional Certification SHRM-CP

## Experience

**Masis Staffing Solutions** February 2017 - September 2017

On Site Manager, *Saint Paul, MN*

- Responsible for payroll processing for 220+ contract employees and access to company benefits.
- Manage requisition and recruitment of contract employee and relationship with the client by providing creative solutions regarding their contingent workforce with the highest level of quality.
- Manage and oversee contract associates to resolve challenges in productivity
- Ensure optimum working conditions, compliance, recordkeeping, production and good employee relations

**Bilingual Human Resources Coordinator** October 2012 - February 2017

J&J Distributing, *Saint Paul, MN*

- Responsible for timekeeping and payroll processing for 340 employees.
- Ensured access for all employees to company benefits by responding to inquiries, providing guidance about program options, help filling out applications, and review forms for accuracy
- Coordinate and lead all company training initiatives in a multilingual work environment

**Customer Service Associate** March 2010 - September 2012

Aloft Minneapolis Hotel, *Minneapolis, MN*

- Provided customers with resources and information to ensure a positive experience
- Provided quality customer care in a fast-paced work environment
- Built and maintained relationships and loyalty with regular, long term customers

**Intern Coordinator - Latino Scholarship Fund** January 2012 - May 2012

Latino Economic Development Center, *Minneapolis, MN*

- Ensured completion and process of prospective student applications
- Responsible for building and maintaining relationship with all stakeholders for scholarship funds
- Coordinated communications and publicity with Spanish media and community organizations

**Languages:** Spanish- Native language English- Professional fluency

**Computer Skills:** Microsoft Office, SharePoint, ACCESS, Light-Speed, Prontoforms, Internet and Social Networking, NovaTime, Tyco Security Program, Madison, Employstream, Paychex, Novatime