

Teresa Cordova
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Objective: Seeking a management position in the field of Human Resources, where I can utilize my bilingual skills, and enhance upon my knowledge in the HR/Employment/Training field and be an energetic and positive asset to a growing company.

Education:

- GED
- Spanish language training, Dodge City Community College-Dodge City, KS
- International Travel and Aviation Academy, Arlington, TX

Work History:

**Centro De La Familia Headstart
April 2023-April 2025**

Greeley, CO

Human Resource Specialist

- Recruit, Hire and retain staffing for 8 centers in the states of Colorado, Nevada, and Montana utilizing JazzHR, and Paylocity databases
- Participate, and staff 3 Centers in Southern CO, Montana, and Nevada as start ups
- Posted career opportunities on several job boards, and conducted initial phone interviews to find qualified applicants
- Created offer letters, and background checks for potential hires, and when completed, processed all onboardings for New Hires
- Managed Semi-Monthly Payroll for all employees in Paylocity, wage increases and PTO requests, and FMLA or FAMILI (CO) requests, and Professional Development Plans with employees
- Conducted internal investigations to achieve conflict resolutions in a timely manner, working with all levels of management if needed
- Processed employee terminations
- Involved in daily employee relations
- Worked with frontline leaders on any issues at hand and with Staffing needs
- Conducted Workers Comp Claims when needed and follow ups

**Saputo, Inc.
January 2021-February 2023**

Troy, NC.

Sr Human Resource Generalist

- Recruit applicants using Workday ATS
- Review applications, and hold phone screens for salary and hourly applicants, and schedule interviews.
- Send offer letters, and relocation paperwork (if necessary) and background emails to potential candidates for hire, and schedule drug screens.
- Complete all onboarding paperwork and tours for New Hires and utilize E Verify to be compliant with DHS

- Familiar with ADA, EEO, EEOC, and FMLA
- Schedule and participate in onsite and offsite job fairs, place radio ads with different sources, work with hiring platforms, and Career Centers
- Responsible for daily attendance and payroll utilizing Kronos and Workday, send weekly payroll reports in Excel to Corporate, and prepare weekly payroll adjustment reports in Excel for Corporate
- Execute corrective actions to team members for attendance
- Handle all internal investigations, and reconcile resolutions in a timely manner
- Complete all terminations and handle unemployment hearings
- Daily involvement with employee relations and participate in employee round tables

Mountaire Farms, Inc.
June 2018-January 2021

Siler City, NC

Employee Relations Manager, HR Rep/Recruiter

- Recruit for a start up plant, conduct job fairs, set up radio and newspaper advertising, utilizing all online recruiting tools
- Screen applications, schedule phone and onsite interviews, and make offers of intent to hire, schedule plant tours and drug screens and utilize the I-9 and E verify process, conduct I-9 audits monthly
- Conduct boots on the ground recruiting within a 45mile radius to build client relationships with refugee agencies and churches
- Responsible for 2nd shift Employee Relation responsibilities to include internal investigations, terminations, corrective actions for attendance
- Participate in the retention program, and monthly safety training for all levels of management and hourly employees
- Knowledgeable with Kronos and Oracle, and Taleo systems
- Knowledgeable with FMLA, ADA, also EEOC, and DOL

Pilgrims, Inc Live Oak, FL HR Manager 2nd Shift
March 2013-June 2018

Tyson Foods, Inc Robards, KY Employment Manager/ Training Mgr
September 2007-September 2012

Tyson Foods, Inc Sherman, Tx Regional Recruiter (Corp. Office)
October 2005-September 2007

Tyson Foods, Inc Goodlettsville, TN HR Employment Manager
January 2021-October 2005

Qualifications: SAP, Taleo, ICIMS, Paylocity, Kronos, Workday, JazzHR, I-9 certified, HRIS, Microsoft Office, Word, Excel, PowerPoint, and Bilingual(Spanish)