

RAQUEL TAVARES
413 DOUGLAS DRIVE * JUPITER, FL 33458
HOME: (561) 575-6920 * CELL: (561) 262-3518
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SUMMARY:

Proven HR professional with 10+ years of progressive experience working with a multi-locational company. Successfully implemented HRIS data conversion of 1,000+ current and former employees. Experience working with vendors during insurance renewals. Establish alliances with department heads to assist in meeting their recruitment needs. Experience creating training manuals, coordinating and conducting training sessions for new software deployment.

EXPERIENCE:

9/98-Present

ION Media Networks, Inc. (formerly Paxson Communications Corporation), West Palm Beach, FL

HRIS Administrator 4/07-Present (Salary: \$23.35/hr)

- Responsible for maintaining Human Resource software program via ADP HR/Benefits platform
- Process new hires, terminations, transfers, leaves
- Generate reports as needed and requested
- Create, coordinate and conduct monthly new hire orientations
- Conduct Exit Interviews
- Initiate candidate phone screenings
- Improve processes by attending ADP webinars relating to software upgrades
- Create training for employees and managers
- Troubleshoot

Human Resource Coordinator 9/98-3/07(Salary: \$19.75/hr)

Recruitment:

- Work with the Legal department to coordinate FCC-EEO recruitment and compliance
- Post and update internal job postings
- Enter background check information into third party vendor's website for all new hires (Kroll/ADP)

Benefits:

- Member of the Benefits Committee
- Coordinated insurance enrollments and terminations (now a function of the Benefits Manager)
- Maintained and audited insurance billing (now a function of the Benefits Manager)
- Generated COBRA notifications (now generated by insurance carrier)

Payroll/Accounting:

- Assist Director of HR with the review of personnel action forms
- Create severance reports for Accounting
- Manage departmental petty cash fund and track departmental expenses
- Enter departmental expenses into accounts payable system
- Assist Payroll Manager with semi-monthly check sorting

IT:

- Member of the Portal Committee
- Maintain HR/Employee section of company's internal portal and website
- Assist in creating a more stream-lined company portal
- Serve as the IT liaison for HR

General:

- Member of the Employee Events Committee
- Create Exit Interview reports for Director of HR, COO and CEO review
- Maintain performance review section of HRIS via ADP HR/Perspective
- Coordinate federal and state poster distribution with third party vendor (G-Neil Companies)
- Create HR forms

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- Respond to employment verifications, unemployment claims, subpoena's
- Generate and distribute severance packages
- Schedule and coordinate temporary assistance
- Coordinate relocations
- Implemented, coordinated and managed company-wide cellular phone distribution (now an IT function)
- Create HR training manuals for 70 locations
- Create and distribute new hire packages
- Maintain personnel, insurance and terminated files
- Manage storage inventory
- Respond and/or forward employee inquires
- Date stamp and distribute departmental mail
- Order departmental supplies
- Cover for Receptionist and Mail Clerk

9/97-6/98

Wieseneck, Andres & Company, C.P.A., North Palm Beach, FL

(Reason for separation – laid off; not enough work to do post tax season. Salary: \$12.00/hr)

Administrative Assistant, typed financial statements and correspondence, created necessary inter-office forms, revamped and organized computer network files to facilitate access, provided basic computer support to co-workers, ensured compliance of various tax return deadlines, met with vendors, handled client inquiries.

1/97-5/97

Donovan & Bordeleau, C.P.A., North Palm Beach, FL

(Reason for separation – laid off; not enough work to do post tax season. Salary: \$11.00/hr)

Office Manager, maintained detailed recorded client-to-IRS mailings, prepared bank deposits and invoices, ensured tax returns were packaged and ready for client pick-up, scheduled appointments, maintained inventory, ordered supplies.

1/95-12/96

Personnel One, North Palm Beach, FL

Temporary assignments. Salary varied depending on assignment.

EDUCATION:

1996-1997 Palm Beach Atlantic College, West Palm Beach, FL
B.S., Organizational Management, April 1997

1989-1995 Palm Beach Community College, Palm Beach Gardens, FL
A.A., Business Administration, June 1995

SKILLS:

Computer literate with Windows, MS Office, Outlook, Word, Excel, PowerPoint, ADP, OrgPlus, Visio, Internet.

MEMBERSHIP:

Society for Human Resource Management, since 1997.

LANGUAGES:

Fluent in Portuguese and able to understand some Spanish.

ATTRIBUTES:

Reliable, organized, efficient, detail oriented, immediate attention to assignments, team player.

REFERENCES:

<http://www.linkedin.com/in/raqueltavares>