

Eduardo Navarro Peters

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520 E Church St, Orlando, FL 32801

EDUCATION

Santa Fe College

Gainesville

Bachelor of Arts in Organizational Management - Associate of Arts in Resource Management

May 2023

EAP Zamorano Learning by Doing: One-year training program (4 hours daily) in large production spaces, agro-industrial processing plants, marketing centers, and modern laboratories where I developed the following competencies: 1) Occupational health and safety, 2) Technological adaptability, 3) Problem resolution, 4) Technical capacity, 5) Technical communication, 6) Effective attitude towards work, and 7) Resource management.

PROFESSIONAL EXPERIENCE

Recycle Support LLC - Shared Service Facility

Orlando, FL

HR Generalist

Jul 2023 – Present

- Managed payroll processing for employees across 5 companies, ensuring accuracy and compliance with regulatory requirements, and collaborated with accounting teams to address every employee inquiry and resolve payroll-related issues.
- Manage relations, conflict resolution and grievances across a group of 100 EEs while implementing performance tracking systems to drive EE success and retention.
- Lead end-to-end recruitment processes for top talent acquisition (Screenings, Interviews, Onboardings, Trainings), resulting in the successful onboarding and retention of over 30 EEs and managers.
- Developed an EE Handbook and Safety Manual compliant with OSHA regulations.
- Manage HR administration and record-keeping to mitigate risks and maintain legal compliance across the 5 entities assigned to me.

Agroalfa - Agricultural Products Distribution Company

Nicaragua

Human Resources Development Intern

Summer 2022

- Assisted with payroll processing for 80 employees, reducing hiccups and amendments by 16% through data analysis and collaboration with payroll teams during my internship at Agroalfa.
- Led a team of 6 employees and increased their candidate screening skills and performance by developing a structured interview training, understanding of legal considerations and continuous learning opportunities
- Increased the retention rate of the employees hired by the team I led by 20% at the end of my internship.

Consulate of Costa Rica

Nicaragua

Foreign Service Intern

Summer 2021

- Organized a business forum in Nicaragua which provided Costarrican business owners guidelines to establish and grow their businesses in Nicaragua
- Launched an automatic platform that tracked COVID-19 infection rates in Nicaragua
- Executed an action plan that provided financial and health stability to Costarrican citizens in Nicaragua during the pandemic

Ernst and Young - Consulting Services

San Jose, Costa Rica

HR Consulting Intern

Summer 2020

- Assisted HR consultants in conducting research, data analysis, and client presentations to support projects on workforce planning, organizational design, and talent management.
- Contributed to recruitment activities by screening resumes, conducting interviews, and collaborating with cross-functional teams to align HR strategies with business objectives.

LEADERSHIP, ACTIVITIES & SKILLS

Regional Congress for Applied Economics and Management

Honduras

Organizer and Planner

2019

- Hosted two regional congresses during my time at Zamorano, in each of which I gave an introductory speech and invited famous Agricultural leaders from Honduras to speak.
- Both events reached 85-90% capacity (80 attendees). The last event made it to national television.

SimplyIOA Corporate 5k Marathon - Orlando

Orlando, FL

Organizer and Planner

2024

- Led comprehensive planning and execution of Recycle Support's participation in the Orlando Corporate 5k, orchestrating logistics, advertising, registrations, supplies provision, distribution of marathon materials, and coordinator of post-event celebration.

Certifications and Courses:

- NSF HACCP: Hazard Analysis Critical Control Point Certificate
- NSF BCRGS Version 8: Global Standards for Food Safety Certificate
- NSF Food Defense and Security Certificate
- AIB Pest Control Management Certificate

SKILLS: Prism (HRIS), WorkforceHub (HRIS), Paycor (HRIS), Workday (HRIS), Excel, PowerPoint, SQL, Visual Basic, PowerBi, Supply chain management, Logistics, Data Collection, Trend Analysis, Data Interpretation, English, Spanish.