

PAOLA BRAVO

HUMAN RESOURCES SPECIALIST

CONTACT

 9293609133

 paolabravobb@gmail.com

 Forest Hills, NY

SKILLS

Onboarding

Recruitment

Employee relations

benefits Administration

EDUCATION

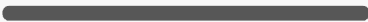
BS Business Administration

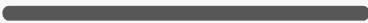
CUNY York College

2015-2019

Concentration: Human Resources

LANGUAGES

English 

Spanish 

PROFESSIONAL SUMMARY

I am a qualified HR Specialist with 6 years of experience managing employee benefits, coordinating hiring-onboarding process, confidentially administering HR records, and assisting employee HR related inquiries on a daily basis. Reliable and organized team member with proven track record in positive employee relationships and compliance with local and federal laws, leverages interpersonal skills to promote a conflict-free workplace.

RELEVANT WORK EXPERIENCE

HR Specialist

NUSR-ET STEAKHOUSE NY

Feb 2024 - Present

- Interviewing job applicants and checking references.
- Coordinating Open Calls.
- Prepare and update employment records related to hiring, transferring, promotions and terminations
- Manage E-verify and I-9 process in a timely manner.
- Completing Payroll processing each week using ADP.
- Ensure compliance with company policies and procedures in line with all federal and state requirements.
- Overseeing progressive disciplinary policy.
- Complete Verifications of Employment.
- Conducting personnel investigations efficiently and timely to mitigate conflict.
- Coordinating NY Anti-Harassment Training.
- Assisting employees with HR relates queries: PTO, Sick Pay, Benefits, Company rules, etc.
- Prepare and process FMLA, Disability, NY Paid Family Leave, Workers' Compensation paperwork.
- Checking monthly benefits statements to keep employee and employer deductions accurate.
- Develop operational improvement plans and implement policy changes.
- Collaborate with management on matters of policy compliance.
- Organize employee recognition events: EOM, Senior Employee Awards, Monthly Birthday Celebrations.

HR Coordinator

NOBU RESTAURANT GROUP

Jan 2018 - Feb 2024

- Onboarding/ Offboarding.
- Enter employee changes using Bamboo HR and Paycom.
- Stay in compliance with I-9 and E-verify requirements.
- 80-20 Submissions and Audits for Tipped employees.
- Conduct Reference Checking and Verifications of Employment.
- Administer Leaves of Absence, Workers' Compensation, FMLA, Disability and NY PFL.
- Participate in Workplace Investigations.
- Handle Monthly expense reporting for the HR department using Concur.
- Conduct Open Calls for recruiting hourly staff.
- Assist employees with HR queries in a timely manner: PTO, 401K, Benefits, Employee Handbook Policies.
- Coordinate Open Enrollment.
- Coordinate NY Anti Harassment Training once a year.
- Participate in Special HR Research projects and assist in verbal and written translations as needed.

References Upon Request.