

NICO VEGA

Human Resources Manager

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📍 Tucson, AZ

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WORK EXPERIENCE

Human Resources Manager

Devereux Advanced Behavioral Health

📅 March 2019 - current 📍 Tucson, AZ

- Fostered a data-driven culture, and coordinated all phases of recruitment
- Worked with department heads to understand their talent needs, and reduced the time-to-hire to fill those needs by 25%
- Assisted managers in the use of objectives and performance reviews as coaching tools for individual development that contributed to an increase in employee retention by 32%
- Researched and adapted a new benefits plan that helped improve employee satisfaction by 19%

Recruiter

Devereux Advanced Behavioral Health

📅 January 2018 - March 2019 📍 Tucson, AZ

- Identified gaps in interview funnel and recommended proactive changes, improving average time-to-hire by 20%
- Collected job requirements and posted job descriptions on internal site as well as job boards like Indeed and Glassdoor, leading to 6 full-time hires
- Collected feedback after final-round interviews, and put together comprehensive compensation packages for prospective hires
- Led forecasting for full-time and contractor recruitment needs for 2018 by coordinating with 22 executives across all departments

Human Resources Assistant

Acclivity Healthcare

📅 April 2016 - January 2018 📍 Tucson, AZ

- Administrator of Workday HRIS system: Entered new hire information, terminations, and processed employee changes and updates
- Assisted managers in determining training needs and brainstorming solutions to meet those needs, including the creation of a probationary period for new hires that increased retention by 15%
- Created and posted job ads, scheduled interviews, and managed pre-employment drug screenings and background checks for over 70 candidates

CAREER OBJECTIVE

Detail-oriented and qualified candidate with a focus on attracting and retaining exceptional talent. Eager to continue using and developing my expertise to ensure Stripe grows as the most effective payment processing platform on the market.

EDUCATION

Bachelor of Arts

Human Resources Management

[University of Arizona](#)

📅 September 2012 - April 2016

📍 Tucson, AZ

SKILLS

HRIS (Workday)

Recruiting (Sourcing & Interviewing)

Employee Onboarding

Benefits Planning & Administration

Employee Coaching

LOA, FMLA, PLOA, Disability

- Assisted with benefits administration, including COBRA, reporting, leave administration, and workers compensation