

Miguel Fernandez

HR Compliance Specialist

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Fort Myers, FL

[LinkedIn](#)

WORK EXPERIENCE

Gartner - HR Compliance Specialist

2019 - current

Fort Myers, FL

- Introduced OpenText Documentum for document management, ensuring data for all European employees was secure and complied with GDPR laws.
- Conducted regular audits of HR policies and practices each quarter, staying up-to-date with federal and state regulations.
- Implemented Glint's real-time feedback system, gaining accurate satisfaction scores from employees.
- ***Assisted 3 other HRs in the preparation of EEO-1 and other regulatory reports***, submitting each report before the deadline.

Darden Restaurants - HR Coordinator

2016 - 2019

Orlando, FL

- Created customized reports to provide actionable insights into employee turnover, leading to a 3.1% decrease in turnover rate within 14 months.
- Collaborated with senior HR and the management team to develop 31 overtime policies and procedures.
- Leveraged Convercent to ensure compliance with state restaurant laws, lowering ***instances of compliance violations by 17%***.
- Used Domo analytics to create safety training programs with the latest workspace safety practices, reducing workplace accidents by 22%.

Ultimate Software - Assistant Recruitment Coordinator

2014 - 2016

Weston, FL

- Developed 16 interactive training modules on Adobe Captivate Prime, accelerating ***new hire engagement rate by 39%***.
- Streamlined candidate tracking process with BambooHR's filtering capabilities, lowering the time taken to curate applications by 6 hours.
- Oversaw applications for 21 job openings each year, improving candidate experience ratings by 9.4%.
- Reduced hiring times by 4 days using Accurate Background to streamline background check processes.

EDUCATION

University of Florida - Bachelor of Science, Business Administration - Human Resources

2010 - 2014

Gainesville, FL

SKILLS

BambooHR; Adobe Captivate Prime; Convercent; OpenText Documentum; Accurate Background; iCIMS Onboard; Paycom; PerformYard; Domo; Glint