

# Nadia Cortez

## Human Resources Manager

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[LinkedIn](#) 

### Work Experience

#### Teachable - Human Resources Manager

March 2019 - current

Washington DC

- 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 35%
- Researched and adapted a new benefits plan that helped to improve employee satisfaction by 7%
- Assisted managers in the use of objectives and performance reviews as coaching tools for individual development

#### Teachable - Recruiter

January 2018 - March 2019

Washington DC

- Identified gaps in interview funnel and recommended proactive improvements improving average time-to-hire by 18%
- Led forecasting for full-time and contractor recruitment needs for 2018 by coordinating with 24 executives across all departments
- 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

#### MorseLife - Human Resources Assistant

April 2017 - January 2018

Washington DC

- Administrator of Workday HRIS system: Entered new hire information, terminations, and processed employee changes and updates
- Assisted with benefits administration including COBRA, reporting, leave administration, and workers compensation
- Created and posted job ads, scheduled interviews, and managed pre-employment drug screenings and background checks
- Assisted managers in determining training needs and working to find the best solutions to meet those needs

### Education

#### Georgetown University - Bachelor of Arts, Human Resources Management

September 2012 - April 2016

Washington, DC

### Skills

HRIS (Workday); Recruiting (Sourcing & Interviewing); Employee Onboarding; Benefits Planning & Administration; Employee Coaching; LOA, FMLA, PLOA, Disability