

NADIA CORTEZ

Human Resources Manager

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📍 Washington, DC 20002

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EDUCATION

Bachelor of Arts

Human Resources
Management

Georgetown University

📅 September 2012 - April 2016

📍 Washington, DC

SKILLS

HRIS (Workday)

Recruiting (Sourcing &
Interviewing)

Employee Onboarding

Benefits Planning &
Administration

Employee Coaching

LOA, FMLA, PLOA, Disability

CAREER OBJECTIVE

From sourcing qualified candidates to administering benefits my focus through my career has been on attracting and retaining the best talent. I want to work to continue to utilize that expertise to ensure Stripe grows as the most effective payment processing platform in the market.

WORK EXPERIENCE

Human Resources Manager

Teachable

📅 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

Recruiter

Teachable

📅 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

Human Resources Assistant

MorseLife

📅 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