





TAVARES ORTIZ

HUMAN RESOURCES MANAGER

CONTACT

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Houston, TX 
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EDUCATION

Bachelor of Science
Human Resources
University of Texas at
Austin
2000 - 2004
Austin, TX

SKILLS

Collaboration
Problem Solving
Reliable
Detail Oriented
Verbal Communication

WORK EXPERIENCE

Stay At Home Mom

Self-Employed

2013 - current / Houston, TX

- Provided counsel to assist 10 families dealing with personal and social problems
- Created, coordinated and supervised multiple community activities involving 100+ members
- Developed relationships with neighbors in a 200 unit building, and initiated the Know Your Neighbor Project
- Chaired 3 community meetings a year to discuss security and other issues within the neighborhood

Human Resources Manager

UncommonGood

2008 - 2013 / Houston, TX

- Led a team of 110+ employees and identified talented individuals for promotion every year to meet the company's goals
- Collaborated with 5 departments, ensuring human resources projects and goals were consistently and successfully achieved
- Oversaw various aspects of HR management, including management development, employee relations, training, safety, security and record keeping
- Ensured compliance with all local, state and federal hiring and discrimination laws
- Spearheaded the recruitment, interviewing and selection of hires for all levels across both exempt and non-exempt employees
- Updated all ADP records and implemented program to regularly audit records for errors

Recruiter

HiveBrite

2004 - 2008 / Houston, TX

- Designed and implemented overall recruiting strategy, exceeding company goal of 10 new employees a month
- Developed and updated job descriptions and job specifications for engineering positions across the company
- Prepared and distributed monthly recruitment materials and posted jobs to appropriate job boards, newsletters, and hiring tools
- Monitored and applied HR recruiting best practices, ensuring compliance with local, state and federal employment codes, reducing employer-employee disputes by 15%
- Awarded Employee of the Year award in 2007 as the company earned the title "100 Places to Work in Houston"