

Mariel Rincón

about

I am a very dedicated, organized and a very responsible professional, with a positive attitude, seeking for an opportunity to be a part of a company who offers a genuine career progress, where I can demonstrate and contribute, understanding needs and evaluating all options to achieve the company benefit and creating a pleasant work environment at the same time.

contact



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Orlando, Florida

EDUCATION

Human Resources
Catholic University
Venezuela
1999-2004

Rotary Club Program
Exchange Student
Ohio
Senior Year
1997-1998

High School
Venezuela
1993-1997

SKILLS

Excellent Organization and planning skills
Trustworthy
Teamwork
Attention to details
Adaptable
Active Listening
Self-Motivated
High level of Customer Service
Decision Making
Excellent verbal and written communication

Software:
Excel, word, power
point, Laserfiche
Coats.

Languages:
Spanish and English

Workshop
2017
Learning kids
Program
Handwriting
Without Tears

EMS Safety CPR,
AED & First Aid
Class Certification

Professional Experience

May 2020– Sept 2020

Labor Staffing INC (Orlando, USA)

A service company, with more than 20 years of experience in the staffing Industry, leader in staff provisioning and management in the US

Office Manager

- Implements office policies and procedures, and ensure they are implemented appropriately

- Supports company operations and supervising staff.
- Manage office supplies inventory and place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Maintains office services by organizing office operations and procedures, controlling correspondence and monitoring office functions, support the Branch Manager with the payroll.
- Maintains office efficiency by implementing office systems, layouts, and equipment procurement.
- Keeps management informed about the office daily tasks
- Maintains office staff by recruiting, selecting employees and keep track of their job
- Contributes to team effort by accomplishing related results as needed.
- Greet visitors, and answer and direct phone calls
- Manage candidates onboarding
- Improve and update materials and documentation
- Ensures all documents and employee's records according to policy and legal requirements

June 2019 – March 2020

DL International Group, Orlando (USA)

A service company, specialized in the recruitment and selection of human talent in the different industries required.

Human Resources Assistant / Recruiter /Administrative Assistant

- Maintain an update database of human talent, with potentially qualified candidates appropriate to their own needs and that of customers, to ensure the satisfaction of all parties.
- Manage the hiring and dismissal of staff at all levels, always in compliance with the organization
- Direct, control and manage the design of a Compensation and Benefits System
- Provide comprehensive employee support. Through counseling and assistance. Respond by phone and in person to employee inquiries and complaints, as well as provide them with the required information
- Provide an outstanding customer service support to the company employees and clients at all time
- Keep a record of the clients and customer satisfaction with the company services
- Actively involved in recruitment, job descriptions, posting ads and managing the hiring process
- Manage candidates onboarding
- Improve and update materials and documentation
- Create and coordinate internal and external communications related to Human Resources initiatives as support of Human Resources programs
- Develop Human Resources content for the company.
- Give support to the Manage and recruitment process
- Maintains confidentially about company and candidate information
- Coordinate and attend to job fairs, hiring events and any other recruitment events
- Organize effectively all the employee's recognitions celebrations and company activities
- Ensures all documents and employee's records according to policy and legal requirements

2010- Dec 2018

SUBWAY®

Human Resources Director (60 employees in 7 different locations)

- Develop of programs to improve the quality of service
- Direct and coordinate the administrative functions of the company
- Recruits, interviews and select candidates to fill positions
- Plans and conducts new employee orientation
- Keeps records of hires, promotions, transfers, performance reviews and terminations
- Verifies all the employee documentation
- Post recruitment on selected job boards
- Background checks
- Project and coordinate training programs for employees
- Supervise and verify service processes in personnel administration, in order to comply with the plans and programs on the benefits established by the company. Ensuring the maximum use of human talent and promote the motivation to achieve, in personal and organizational terms.
- Develop of techniques designed at promoting the efficient performance of personnel
- Strategic direction of the brand through the development of employees
- Encourage communication within the company- franchise
- Create general policies for the administration of human resources and personn

2007-2010

Mimo & Co. (Venezuela- Argentina)

Franchise from Argentina specialized in clothes, shoes and accessories for children between 0 and 12 years old (www.mimo.com.ar)

General Manager - Visual Merchandising Coordinator

- Inventory verification and employees' schedules
- Promote the image of the products, such as clothing, shoes and accessories for the company
- Travel once a year to Argentina to receive training in how to display windows according to the philosophy of Mimo & Co, the lighting design, the music display, the scent, the interior displays and the graphics.
- Maintain an outstanding look of the store exterior, layout, interior and the display of all the merchandising
- Managing the appropriate clothing style depending of the season and country
- Attend calls to share ideas, pertinent information from the head office with the store at Venezuela
- Monitor using product knowledge to evaluate the effectiveness of layouts and propose sales opportunities.

- Coordinate the order of the season's collections adjust to the company and country as needs.
- Implement window internal displays and promotional stands
- Communicates with management in Argentina and Venezuela on all aspects of the role, merchandising, display concepts and trends.
- Maintaining inventory of products
- Arrange candidates on boarding
- Coordinate the Recruitment process
- Provide guidance and assistance to new employees
- Ensure good communication between all levels of the organization
- Control the entry and exit of merchandise.
- Keep the documentation and personnel records updated
- Benefits Management, communication, events and team projects.
- Develop initiatives to solve problems and make decisions.
- High sense of responsibility and honesty in the handling of confidential information.
- Comply with health and safety standards and procedures at work.
- Training and Development of the employees
- Deal with the client's inquiries and complaints

2004-2007

Maxima Group Company of massive distribution brands such as Diageo (Johnnie walker), SC Johnson, Catana and Colombina

Compensation and Benefits Coordinator (300 employees nationwide)

- Create and coordinate internal and external communications to support HR initiatives
- Coordinate logistic for job fairs and recruitment events, preparing and posting job openings, preparing the interview agenda and interview potential employees.
- Develop of compensation plans and benefits for employees
- Planning of social work programs integrating the community and employees
- Occupational Health and Safety Prevention of occupational hazards, providing an adequate level of protection for workers' health and working conditions
- Assist with the performance review and termination processes
- Execute programs to improve the quality of service
- Develop of techniques expected at promoting the efficient performance of personnel and work incentives

- Strategic direction of the brand through the development of employees.

2002-2004

English Alpha Language Center and Home English Teacher for Kids

Venezuela

- Prepare coursework and assignments for classes
- Grade tests, essays and reports, and other writing assignments
- Motivated students to increase their passion for learning English
- Set the topics for each class and guided the students to practice effectively
- Encouraged student participation in the classroom
- Being patient and flexible with the kids during the language learning process
- Communicate effectively with parents and students
- Passion in every class, create and used different ideas to get the attention of the students