

Donna Rodriguez

Hr Generalist

HR Generalist with 6+ years supporting employee populations of 250 to 900 across tech and light manufacturing. Owns the full employee lifecycle: onboarding, benefits, ER cases, performance cycles, and compliance. Known for closing ER intakes within five business days and rewriting handbooks that managers actually read.

CONTACT INFORMATION



(919) 555-0142



marisol.aguilar@example.com



Raleigh, NC 12345

EDUCATION

B.A. Sociology, University of North Carolina at Greensboro, 2018

SHRM-CP, Society for Human Resource Management, 2020

KEY SKILLS

- HRIS: BambooHR, ADP Workforce Now, Workday
- Employee relations and investigations
- FMLA, ADA, FLSA, Title VII
- Benefits administration and open enrollment
- Performance management
- Onboarding and offboarding
- Excel (pivots, VLOOKUP, XLOOKUP)
- Conflict mediation

PROFESSIONAL EXPERIENCE

HR GENERALIST | NORTHBEAM ROBOTICS, RALEIGH, NC 2021 – PRESENT

- Run onboarding for 140+ new hires per year across 3 sites; cut time-to-badge from 11 days to 4 by moving I-9 and benefits enrollment into BambooHR before day one.
- Lead investigations for ER cases ranging from attendance to harassment, partnering with legal on ~25 matters annually with no resulting litigation.
- Rebuilt the performance review template after manager focus groups; participation jumped from roughly 70% to 96% in the next cycle.
- Own open enrollment for medical, dental, vision, and 401(k); negotiated a renewal that held premium increases under 4% during a year vendors were quoting double digits.
- Coach 22 frontline supervisors on documentation, FMLA mechanics, and progressive discipline.

HR COORDINATOR | CALDERWOOD FOODS, DURHAM, NC 2018 – 2021

- Processed bi-weekly payroll for 410 hourly and salaried employees in ADP Workforce Now; resolved exceptions before close each cycle.
- Took the leave-of-absence backlog from 3 weeks of pending requests to same-week turnaround.
- Maintained EEO-1, OSHA 300, and VETS-4212 filings; passed a Department of Labor wage-and-hour audit with no findings.
- Coordinated wellness fairs and a flu-shot clinic that drew 68% of headquarters staff.