

Emma Perez

Human Resources

HR generalist with 6 years across full-cycle recruiting, employee relations, and benefits administration at growing tech and manufacturing employers. Known for turning messy onboarding processes into clean, repeatable workflows and for closing investigations without escalation.

EDUCATION



B.A. in Sociology, North Carolina State University, 2019

SHRM-CP, certified 2021

KEY SKILLS



- Workday HCM
- Greenhouse ATS
- Employee relations investigations
- FMLA / ADA / leave administration
- Open enrollment
- Performance management (PIPs, reviews)
- Compensation benchmarking
- Bilingual: English / Tamil
- Excel (pivot tables, VLOOKUP)

PROFESSIONAL EXPERIENCE



Senior HR Generalist | Halberd Robotics, Raleigh, NC, 2022 – Present

- Own employee relations caseload of roughly 40 active matters per year across engineering and ops sites; closed 37 of 41 cases in 2024 without legal escalation
- Rebuilt new-hire onboarding in Workday, cutting time-to-first-paycheck issues from 14% of hires to under 3%
- Partner with hiring managers on workforce plans for a 280-person org; led 22 backfills and 9 new roles last fiscal year
- Run quarterly engagement pulses and present themes to the VP of People; drove a manager training pilot after low scores on feedback questions
- Coach 18 people managers on documentation, PIPs, and accommodation requests

HR Generalist | Sundermill Foods, Greensboro, NC, 2020 – 2022

- Administered benefits and leave for 410 hourly and salaried staff across two plants
- Led open enrollment two years running with 94% on-time election rates and zero missed COBRA notices
- Investigated a wage complaint that uncovered \$36,800 in unpaid shift differentials and rebuilt the payroll audit checklist
- Wrote the bilingual employee handbook used at both facilities

HR Coordinator | Sundermill Foods, Greensboro, NC, 2019 – 2020

- Processed I-9s, background checks, and new-hire packets for about 12 hires per week
- Maintained ATS data in Greenhouse and corrected duplicate candidate records that were inflating source reporting
- Coordinated quarterly all-hands logistics and recognition awards