

# ARLENY DE LA CRUZ RODRIGUEZ

HUMAN RESOURCES MANAGER  
FINANCIAL ANALYST

## CONTACT

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## PROFILE

Experienced Recruiter and HR manager. Bringing for +6 years of industry experience in talent sourcing, screening, interviewing, and placing. Equipped with a diverse and promising skill-set, conducive to providing optimal support to HR business partners, organizations, and hiring managers.

## EXPERIENCE

### CENTRO FERRETERO METROPOLITANO HR MANAGER

#### Recruiting and Staffing

I worked directly with managers to source for candidates. Used to recruit by posting open jobs; screening resumes and applications; conducting telephone interviews; scheduling the in house interview; among other functions.

#### Compensation

Used to make recommendations with regards to pay, salary structure maintenance, etc.; making sure that the organization is compliant with the various wage and hour laws. Calculate payment and extra hours.

#### Employee Relations

Worked with management to proactively resolve employee relations issues, conducted investigations and made recommendations for resolution.

#### HR Compliance

I made sure that the organization was compliant with all employment-related laws and requirements from a local perspective. Adapting the HR department to any change regarding laws and regulations.

#### Training and Development

I was in charge of recommending and conduct training and development programs for the entire organization. Worked with managers to create and implement on-the-job training opportunities for all employees.

### HUMAN RESOURCES AND OPERATIONAL LOGISTICS BILINGUAL MANAGER Las Americas Cargo

**HR Compliance:** Creation, organization and implementation of the human resources department and its logistics. Have human management operations under control of all branches of the company.

**Payroll and Compensation:** Payroll management and attendance control.

**Employee Relations:** Resolved employee relations issues, conducted investigations and made recommendations for resolution.

## EDUCATION

Primary Education (New Horizons Bilingual School)

Secondary Education (Colegio Santa Teresa)

Administration of Finance (APEC-Empire State College of New York)

Human Management by Competences (Dominico Americano University)

Payroll and Labor relations Manager (R&R Capacitation)

English Junior advanced course (The Dominico Americano Cultural Institute)

Introduction to programming in Python (ITLA)

Beginner Accounting (ICPARD)

Diploma in Corporate Finance (ICPARD)

Finance in Excel (CETA)

Human Management by Competences (UNICDA)

Investment in the Wall Street Stock Exchange (CAPACITY)

Real Estate Agent (INFI)