

RACHEL RODRIGUEZ

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Desired Job: Human Resources Specialist,
GS 6, ST-11993479-12-LH

Citizenship: Yes

Veterans' Preference: No

Highest General Schedule Grade: GS 5

Security Clearance: Confidential

Desired Location: US-VA-Arlington County

Availability: Permanent, Full-Time

OBJECTIVE

Human resources professional with 5+ years of experience in the public and private sectors. Uniquely positioned to leverage hiring, training, and mediation expertise as a Human Resources Specialist position at the US Department of Veteran Affairs. Excited to contribute to the agency's goals and especially drawn to the opportunity for advancement mentioned in your USAJOBS posting.

WORK EXPERIENCE

US Department of the Navy

Bremerton, WA 98314

January 2019–Present

Salary: \$41,208

Hours per week: 40

Series: 0201 Pay Plan: GS Grade: 5

Human Resources Specialist

Duties and Related Skills:

Human resources professional with 5+ years of experience in the public and private sectors. Uniquely positioned to leverage hiring, training, and mediation expertise as a Human Resources Specialist at the US Department of Veteran Affairs. Excited to contribute to the agency's goals and especially drawn to the opportunity for advancement mentioned in your USAJOBS posting.

- Help negotiate settlement agreements and perform mediation by researching relevant federal, state, and military laws and precedents
- Update training curriculum annually, applying it to onboarding an average of 3 new HR specialists each year
- Serve as primary point of contact for external Spanish-speaking inquiries, and for general employee harassment complaints
- Conduct all first-round job interviews, determining which candidates proceed to the final steps in the hiring process

Accomplishments:

- Serve as primary point of contact for external Spanish-speaking inquiries, and for general employee harassment complaints

- Conduct all first-round job interviews, determining which candidates proceed to the final steps in the hiring process

Supervisor: Anna Peele (123-456-7890)

Okay to contact this supervisor: Yes

Tatre Technologies

Seattle, WA 12345

June 2017–January 2019

Salary: \$32,000

Hours per week: 40

Human Resources Associate

Duties and Related Skills:

Assisted HR managers with every aspect of the hiring process, including interviewing, performing background checks, and onboarding new employees. Took notes during various mediations and labor union negotiations, and then provided the information to employees in written and oral presentations.

- Worked with managers to implement every aspect of the company's hiring process, including recruiting, vetting, and contracting new talent
- Led a team of 3 interns in digitizing the company's entire backlog of hard-copy records
- Served as translator for all interactions between management and Spanish-speaking employees
- Led new-hire orientation in both Spanish and English

Accomplishments:

- Implemented new applicant tracking system that reduced the average time to fill positions from 2 months to 5 weeks
- Started a Spanish HR newsletter to inform Spanish-speaking employees of changes to company policies, directly leading to a 23% reduction in information requests

Supervisor: Jackson Jones (321-654-0987)

Okay to contact this supervisor: Yes

Mama's Cookies

Seattle, WA 13245

October 2016–May 2017

Salary: Unpaid position

Hours per week: 16

HR Intern

Duties and Related Skills:

Worked with sole proprietor to recruit and hire part-time staff via social media, flyer distribution, and word-of-mouth. Collected and maintained employee information in physical and digital files.

- Recruited, screened, and helped hire 14 members for 2 new locations
- Responded to all HR-related queries on company's official Facebook, Twitter, and Instagram accounts
- Translated orientation documents into Spanish to speed up onboarding process

Accomplishments:

- Proposed a successful solution to a dispute between employees and management, avoiding a potential \$50,000 lawsuit
- Reduced training materials from 20 pages to 9, enabling new employees to start contributing on their first day

Supervisor: Jenny Martek (312-645-9780)

Okay to contact this supervisor: Yes

EDUCATION

BSc in Business Administration (Minor in Human Resource Management)
Washington State University, Pullman, WA 99164 | August 2014–May 2017

AWARDS

Employee of the Month

Tatre Technologies

January 2018

ASSOCIATIONS

Society for Human Resource Management

August 2018–Present

ADDITIONAL SKILLS

- HR software: ADP Workforce, Oracle Taleo
- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Remote collaboration: Zoom, Microsoft Teams, Google Meet, Google Docs/Sheets
- Fluent in Spanish