

Work History

10-08 / Present Conrad Miami Espirito Santo Plaza 1395 Brickell Avenue, Miami, Florida 33131

Director of Human Resources

Managed every aspect of human resources with a total of 250 Team Members and Human Resources Managers with recruiting, processing new hires, background checks, substance testing, status eligibility check, health-dental-vision-short term-long-term-life insurance, worker's compensation, payroll, career fairs, Team Member orientation-recognition-meetings-surveys-incentives. Community service. Reports: Payroll, Diversity, OSHA, RISK and Business Plan and Budget. Certified Hilton trainings: Hilton Pride; Manager's University; Harassment Free Workplace; HHonors; CRM; First Choice, Managing Legally, PERT, and Achieve Global-Leadership for Skills.

9-00 / 10-08 DoubleTree Surfcomber Hotel 1717 Collins Avenue, Miami Beach, Florida 33139

Director of Human Resources

Managed every aspect of human resources with a total of 110 Team Members. Recruiting, processing new hires, background checks, substance testing, status eligibility check, health-dental-vision-short term-long-term-life insurance, worker's compensation, payroll, career fairs, Team Member orientation-recognition-meetings-surveys-incentives. Community service with the CARE Committee to local elementary school, children's hospital, and local clinic. Reports: Payroll, Diversity, OSHA, CARE, RISK and Business Plan and Budget. Certified Hilton trainings: Hilton Pride; Manager's University; Harassment Free Workplace; HHonors; CRM; First Choice, Managing Legally, PERT, and Achieve Global-Leadership for Skills.

Southeast Human Resources Cluster Lead 2002 & 2003

Assisted fourteen Hilton Hotels Corporation managed properties (DoubleTree, Embassy Suites and Hilton) with corporate initiatives, corporate trainings, and general human resources support.

5-08 / Present Miami Dade College, Wolfson Campus 300 North East. 2nd Avenue, Miami, Florida 33132

Adjunct Professor (Hospitality Management Program) "Human Relations" and "Hospitality Today: An Introduction"

8-08 / Present Florida International University, Biscayne Bay Campus 3000 N.E. 151st Street, North Miami, Florida 33181

Adjunct Professor (School of Hospitality Management) "Human Resource Management"

10-05 / 11-05 Florida International University, Biscayne Bay Campus 3000 N.E. 151st Street, North Miami, Florida 33181

Adjunct Professor – Florida International University/Tianjin University of Commerce (Tianjin, China)

Facilitated "Hospitality Today: An Introduction" in Tianjin as the first International Professor to take part of the joint international hospitality program between Florida International University and Tianjin University of Commerce.

6-98 / 9-00 Magellan Human Resources, Inc. 8240 N.W. 52nd Terrace, Miami, Florida 33166

Human Resources Manager

Managed every aspect of human resources with a total of 40 clients with a total of 200 employees. Recruitment of all levels upon client request. Processing new hires, back ground checks, substance testing, status eligibility check, health and dental insurance, 401 (k), short term-long term-life insurance, workers compensation, COBRA, payroll, employee risk training and employee relations. Responsible for the daily financial activity, transfers, reconciliation and billing. EOM-Workers compensation insurance, 401 (k) distribution, 940 and 941 Taxes; EOQ-Texas, California, Washington State reports; EOY-W 2 and 1099.

2-96 / 5-98 The Ritz Plaza Hotel & The Shore Club Hotel 1717 Collins Avenue, Miami Beach, Florida 33139

Human Resources Manager / Accounting Manager

Human Resources – Managed every aspect of human resources. Two properties with an average of 150 employees. Recruitment of all levels, processing new hires, orientation, payroll (ADP), health and dental insurance, worker's compensation, COBRA, and employee relations.

Accounting – Overlooking A/P and A/R Clerks, assisting the Controller with the daily operations for both properties and reconciling financial accounts.

Education

Florida International University M.S. in Hospitality Management December 2007

Florida International University B.S. in Hospitality Management August 1993

Miami Dade Community College A.A. in Business Administration December 1990 with Honors