

Joel Leonart

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Objective

Dynamic and versatile professional with a comprehensive background in HR management, RPA development, and application development. Seeking a full-time role utilizing the skills and experience I have developed in over a decade of diverse roles in the HR field.

Skills & abilities

- Interpersonal & Digital Communication
- Team Collaboration
- Problem Solving / Critical Thinking
- Adaptability and Flexibility
- Organizational
- Time Management
- Attention To Detail
- Customer Service
- Conflict Resolution
- Leadership
- Management
- Decision Making

Experience

TQL | Robotic Process Automation Developer

2/22 – 11/22

Reviewed Process Design Documents to comprehend business requirements. Established code repositories using Azure Dev Ops and GIT. Generated reusable UI libraries as object repositories. Developed automations adhering to UiPath REFramework best practices and created automation test cases. Conducted User Acceptance Testing (UAT) with the Business Analyst and business teams ensuring their complete satisfaction. Deployed dispatchers and performers to production environments in Orchestrator and ensured the continuous success of automation by promptly responding to alerts from various notification methods and UiPath Insights (Dashboard Tool). Performed maintenance and enhancements on existing automations including selector and UI updates. Actively participated in all SCRUM ceremonies contributing to the agile development process.

Child Focus, Inc. | HR Generalist

05/07 – 04/16

Oversaw the recruitment process, including job postings, screening resumes, conducting interviews, and coordinating hiring efforts. Facilitated new employee onboarding and orientation sessions ensuring seamless integration into the organization. Organized and managed employee development programs to enhance skills and foster career progression. Administered employee benefits, resolved inquiries, and coordinated with benefits providers. Assisted in developing and implementing performance review systems supporting managers in the performance management process. Acted as a liaison between staff and management addressing queries and concerns and promoting an inclusive workplace environment. Ensured compliance with federal, state, and local employment laws and regulations. Maintained accurate and confidential HR records through HRIS systems (ADP | Sage | Ceridian). Enforced health and safety initiatives including workers' compensation claims and ensuring compliance with OSHA and other regulatory requirements.

The Kroger Co. | HR System Administrator

10/04 – 04/07

Responsible for managing and maintaining the technological infrastructure that supports training initiatives. Oversaw the Learning Management System (LMS) ensuring its availability, performance, and security. Managed user accounts troubleshoot technical issues and provided support to both trainers and trainees. Coordinated software updates, data backups, and system integrations with other HR tools.

Bigg's | HR Specialist**01/02 – 09/04**

Managed the recruitment and onboarding process to ensure store staff levels were staffed with qualified personnel. This includes posting job openings, screening resumes, conducting interviews, and facilitating orientation sessions for new hires. Resolved employee relations concerns to assist in fostering a positive work environment. Responsible for administering employee benefits, coordinating training and development programs, and ensuring compliance with labor laws and company policies. Managed performance evaluations and assisted with payroll processing and maintaining accurate HR records.

Bigg's | Grocery Department Manager**06/01 – 01/02**

Manager of a high-performing department averaging over \$500K in weekly sales. Primary duties include overseeing daily operations to ensure efficient and profitable performance. Managed inventory levels optimizing product displays and maintaining high standards of cleanliness and customer service. Led a team of 40 FTE. Provided training and motivation through performance coaching to achieve sales targets and enhance customer satisfaction. Analyzed sales data to identify trends and make strategic decisions. Coordinated with suppliers to ensure timely restocking and implemented promotional activities to drive sales growth.

Bigg's | Dairy Department Manager**01/99 – 06/01**

Oversaw the daily operations to ensure smooth and efficient performance. Managed inventory levels ensuring product freshness and maintaining optimal stock to meet customer demand. Responsible for training and supervising staff of 10 FTE. Supervised the budget management process and monitored department performance and executed promotional activities to boost sales.

Bigg's | Loss Prevention Agent**10/97 – 01/99**

Safeguarded store assets by preventing theft and ensuring a safe shopping environment. Monitored surveillance systems and identified suspicious behaviors. Conducted investigations of shoplifting incidents and apprehended perpetrators. Collaborated with store management to implement security measures, train staff on theft prevention techniques, and ensure compliance with company policies and local laws. Maintained detailed records of incidents and assisted in prosecution efforts when necessary.

United States Air Force | Security Police**09/93 – 09/97**

Ensured the security of airbases, personnel, and resources. Performed law enforcement and investigations. Responsible for protecting Air Force installations from threats, including terrorist attacks and unauthorized access. Enforced laws and regulations on base, conducted investigations into criminal activities, and maintained order. Additionally, I was also trained to deploy in support of combat operations offering security and defense capabilities in both domestic and international environments.

Education

University of Cincinnati, BS Human Resource Management**06/07****Max Technical Training****12/21**

Developed a comprehensive skill set for end-to-end web development. The curriculum delves into both front-end and back-end technologies, encompassing languages and frameworks such as HTML, CSS, JavaScript, and a full suite of modern tools like React for client-side scripting as well as Node.js for server-side development. Database management with SQL and complex queries. Also, Git, agile methodologies, responsive design, and RESTful API integration.

Certification

UiPath Certified Professional Associate RPA Developer (UiRPA) Certification**03/22 – 10/26**