

# Melitza Weller

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Ambitious and results-oriented Human Resources professional, bringing 5 years of extensive experience to the table. Adept at effortlessly managing numerous projects and deadlines concurrently, all while cultivating strong alliances across various organizational tiers. Recognized for proactive problem-solving and an unwaveringly positive attitude towards challenges. Fluent in both English and Spanish, facilitating seamless communication and collaboration.

## CORE COMPETENCIES

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Team Building • Leadership • Performance Review Process • Benefits Administration • HRIS • Succession Planning • Labor and Employment Law • Interpersonal Skills • Employee Engagement • HR Policies and Procedures • Onboarding and Offboarding Procedures • Microsoft Office • ADP Workforce Now • Social Media Platforms • ACA • OSHA • EEO-1 • Negotiations • Employee Relations and Conflict Resolutions

## PROFESSIONAL EXPERIENCE

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The Crossroads Center – Cincinnati, OH

September 2023 – Present

### Human Resources Manager

- Successfully grew the organization's headcount by 10% within the first 6 months of tenure through strategic recruitment and talent acquisition initiatives.
- Implemented retention strategies resulting in a 20% decrease in turnover rate within 6 months, fostering a more stable and productive workforce.
- Achieved a 12% increase in retention rate compared to the previous year (2023), through targeted employee engagement and development programs.
- Improved time-to-fill metrics by 89%, optimizing recruitment processes for greater efficiency and effectiveness.
- Achieved a 73% satisfaction survey and implemented HR strategies to improve employee satisfaction.

Goettsch International, Inc. – Mason, OH

January 2023 – September 2023

### Human Resources Manager

- Successfully managed and coordinated operations across three companies sharing common ownership, ensuring alignment of goals.
- Spearheaded the development and implementation of comprehensive policies and procedures across all three companies, revised and created 2 employee handbooks to foster consistency, accountability, and efficient management practices.
- Initiated monthly newsletters to enhance communication and transparency within the organizations, keeping staff informed about company updates, achievements, and strategic directions.
- Successfully introduced a brand new comprehensive medical package to second organization to over 30 employees, resulting in a significant 46% participation rate, thereby improving employee benefits and well-being.
- Implemented Yammer, a social networking platform, to foster communication, celebrate milestones, facilitate peer recognition, and thereby boosted overall employee engagement and morale.
- Implemented the Microsoft Teams Approval app to streamline and digitize vacation and leave approval processes, eliminating the need for paper-based systems and enhancing efficiency in managing employee time off and vacation tracking for all three organizations.
- Introduced HR metrics such as turnover rate per company, maintaining an impressive average retention rate of 80% for one organization and 90% for the remaining organizations, demonstrating effective talent management and retention strategies.

Southern Champion Tray – Fairfield, OH

March 2022 – December 2022

### Human Resources Generalist

- Led the initiation of an internal audit to ensure compliance with regulatory requirements pertaining to the I-9 employment eligibility verification process, ensuring adherence to legal standards and mitigating potential risks.
- Established a comprehensive HR Standard of Operations to promote consistency and uniformity in HR procedures across the local plant by enhancing efficiency.
- Educated the leadership team on Interviewing Basics and Effective Supervisory Skills, contributing to the professional development of managerial staff. As a result, improvement in the managers' confidence in conducting interviews and their ability to provide effective supervision.

- Translated during all staff meeting all safety videos and documents into Spanish, ensuring accessibility, and understanding for employees who speak English as a second language, thereby prioritizing their safety and well-being in the workplace.
- Actively participated as a member of the SCT design team, engaging in discussions focused on identifying and addressing the specific tools and resources needed by women in the manufacturing industry, promoting inclusivity and equality in the workplace.

AFC Industries – Fairfield, OH

October 2021 – January 2022

**Human Resources Coordinator**

I provided valuable support to the HR Manager by accurately processing the biweekly payroll for 100+ employees, both exempt and nonexempt, through the use of ADP Workforce Now. In my role, I dedicated myself to efficiently completing this task with great care and attention to detail, while simultaneously attending to other duties assigned by the HR Manager.

Klosterman Baking Company – Springboro, OH

May 2021 – October 2021

**Human Resources Coordinator**

Initially, I worked part-time as an HR Assistant, primarily responsible for assisting the HR coordinator with translating employee information from English to Spanish and vice versa. However, two months later, I was promoted to the full-time role of HR Coordinator for the Springboro branch.

BelFlex Staffing Network – Various Locations, OH/KY

November 2018 – May 2021

**Staffing Supervisor**

- Successfully recruited over 100 temporary associates for various industries, demonstrating proficiency in sourcing, screening, interviewing, and onboarding candidates to meet diverse client needs.
- Collaborated with over 10 clients to understand their unique requirements and preferences, effectively matching candidates to distribution associate positions across different industries, fostering strong client relationships and satisfaction.
- Provided translation services by translating letters from English to Spanish for over 50 temporary associates, facilitating effective communication and understanding for Spanish-speaking employees, enhancing inclusivity and engagement.
- Participated in the initial stages of planning for On-Site Supervisors' education guidelines, offering valuable feedback on the tools and resources necessary for success in that role, contributing to the development of comprehensive training programs.
- Managed over 50 temporary associates in a distribution warehouse, overseeing onboarding, offboarding, coaching, delegation, and administration of employee injuries and investigations, ensuring smooth operations and a productive workforce.

**EDUCATION**

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**Medical Information Technology, Associates in Applied Science** – Edgewood, KY

Gateway Community and Technical College

**COMMUNITY INVOLVEMENT**

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Member / BWSHRM

Member / HR Roundtable

Mentee / Living Vicky

Member / SHRM