

Brooke Cuevas, PHR

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SUMMARY OF QUALIFICATIONS

Certified Professional in Human Resources (PHR) offering a Human Resources career distinguished by commended performance and proven results.

A Graduate with an **Organizational Leadership Diploma** and over ten years of Human Resources work experience. Possess a sound background in Human Resources which includes: **strategy, employment law, compliance, metrics, recruitment, interviewing, hiring, onboarding, retention, termination, performance management, compensation, project management, training and development, employee relations, benefits administration, HRIS technologies, policy administration, and confidentiality.**

A highly-motivated, productive, and customer-focused team player with strong communication, interpersonal, organizational, time management, analytical, and problem-solving skills. Reliable and dedicated with the ability to grasp and apply new procedures quickly; organize and prioritize tasks to meet deadlines and adapt readily to new challenges. Demonstrate great communication skills, computer literate, actively listen, and follow directions precisely. Understand emotional and social intelligence as well as the principles of coaching, mentoring, and counseling. The goal is always a determination to go above and beyond.

EMPLOYMENT EXPERIENCE

CORNERSTONE RESEARCH GROUP, INC., Miamisburg, OH

August 2019 – October 2024

Human Resources Manager

- Partnered with the leadership team to understand and execute the organization's human resources and talent strategy
- Planned and organized all activities in the department; participated in developing departmental goals, objectives, and systems
- Planned, developed, implemented, executed, administered, managed and/or led key HR plans, processes, programs, policies, procedures, and guidelines which include recruiting, talent acquisition/management, employee relations, performance management, training, compensation, benefits, safety, compliance, policy administration, leave of absences, terminations, unemployment claims, and workers compensation
- Developed and maintained the Affirmative Action Program, and annual filings of EEO-1, Vets 4212, and ACA
- Reviewed/analyzed trends in compensation and benefits; researched and proposed competitive base and benefits
- Conducted internal reviews of policies, procedures and programs, and provided recommendations for enhancements
- Coordinated and administered annual benefits open enrollment process and managed ongoing benefits administration
- Interpreted and communicated current or new policies, procedures, guidelines, and employment law with the leadership team, supervisors, and employees
- Provided support, coaching, and guidance to supervisors and employees
- Developed and managed job descriptions and classifications
- Established and maintained department records, department reports, HR systems, employee records, and organization charts
- Conducted new hire orientations, planned/coordinated employee and supervisor trainings, and provided support with coordinating company events
- Prepared, delivered, and maintained regular internal metric reports, documents, and analysis
- Evaluated reports, decisions, and results of department initiatives in relation to established goals; recommended new approaches, policies, and procedures for continual improvements in efficiency in department
- Ensured compliance with federal, state, and local employment laws, and regulations
- Maintained knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law

GOSIGER, Dayton, OH

January 2016 – August 2019

Human Resources Specialist

- Recruited, interviewed, hired, onboarded, terminated and processed unemployment claims for 13 locations across the U.S.
- Performance management and compensation analysis
- Policy administration and leave of absences
- Remained current with employment law, including California
- Implemented, maintained and communicated the HRIS System
- Prepared and maintained employment records related to events, such as hiring, termination, employment verification, leaves, transfers, promotions, industry experience, performance history and compensation history
- Implemented and coordinated of college and school recruiting initiatives and job fairs
- Implemented, maintained and updated HR documents, such as all division organizational charts, employee handbook and directories, company policies, performance evaluation forms, training programs, apprentice programs, staffing reports and job descriptions
- Provided assistance and back up support to HR Director, HR Benefits & Safety Administrator and Payroll during absence, vacation, travel and peak work periods
- Coached and guided management team with their direct reports

PREMIER HEALTH, Dayton, OH

October 2015 – December 2015

HR Compensation Analyst

- Conducted compensation benchmarking and managed surveys to provide compensation recommendations to HR leadership and management
- Worked on high-priority analytical and statistical projects; Maintained a high degree of confidentiality
- Performed trend analysis and industry best practices research to support decision making
- Conducted changes within the database and HRIS system for new hires, merit increases, promotions and transfers

ADVANTAGE ON CALL, Centerville, OH

May 2015 – October 2015

Talent Acquisition Specialist

- Partnered with hiring managers at different companies and locations to determine staffing needs
- Recruited, interviewed, hired and onboarded for different companies
- Developed a pool of qualified candidates for direct hire, temp to hire and temporary positions
- Utilized a plethora of resources for recruitment to identify and source candidates
- Communicated with managers and employees regularly to establish rapport and gauge morale
- Performed reference checks, background checks, license checks and administered drug testing
- Performance management, coaching and terminations

ACADEMY HEALTH SERVICES, Kettering, OH

February 2015 – April 2015

Human Resources Internship

- Recruited, interviewed and conducted reference checks
- Implemented employment application, reference check authorization form, criminal history disclosure state and agreement form, verification of residency and employee performance evaluation form
- Audited all personnel files

COMPUNET CLINICAL LABORATORIES, Moraine, OH

June 2012 – May 2015

Specimen Processor and Specimen Document Imaging Clerk

- Collected, imaged, verified and organized documents accordingly
- Stored, sent and separated specimens based on their level of priority
- Entered patient, client, physician information, specimen type and testing required into the database

- Prepared specimens for the centrifuge, testing and distribution
- Inbound and outbound calls regarding specimens
- Collected specimens at the window and kept all information confidential

Human Resources Administrative Assistant, Seasonal

June 2008 – June 2012

- Data entry, filed, and verification of employment for potential employees
- Assisted with employee relations
- Assisted with new employee orientation and scheduled interviews
- Distributed mandatory HR documents, collected documents, made appropriate benefit changes and verified information annually

EDUCATION/CERTIFICATIONS

Wright State University

Bachelor of Science - Organizational Leadership

August 2012 - May 2015

The Ohio State University

Undergraduate

September 2010 - June 2012

PHR (Professional in Human Resources) Certificate

December 3, 2018 – Present

HR Affiliations

SHRM (Society for Human Resources Management)

January 2016 - Present

MVHRA (Miami Valley Human Resources Association)

January 2015 – Present

Notary Public, Ohio

October 2020 - Present

First Aid Mental Health for Adults Certification

September 2024 - Present
