

Experience

Corporate Talent Management Coordinator • NCL

07/21-Present

- Acts as a point of contact for talent acquisition team, candidates, and hiring managers throughout hiring process.
- Initiates background check and pre-employment drug screening process; follows up with candidates to ensure completion of processes as required.
- Administers and coordinates job communications such as interview confirmations, offer letters, and denial letters (administers adverse actions if offers are rescinded.)
- Facilitates the flow of candidates throughout the recruitment cycle using HRIS (Peoplesoft) by maintaining current status or disposition of each applicant within the applicant tracking system.
- Review and processes I-9 documentation.
- Completes employment verification requests for current and former team members..

HR Payroll Manager • Academica

09/20-07/21

- Was in charge of sixteen charter school accounts helping my clients achieve their educational and organizational goals (managing payroll, inputting new hires adhering to governmental compliances as well as terminations.)
- Assisted in carrying out other payroll duties within the different districts amongst the Florida region as well as out of state as we cater towards 200 educational institutions.
- Established and maintained a positive, professional relationship with clients and internal partners.

HR Intern • Miami Marlins

02/20-04/20

- Was Responsible for the hiring process (including scheduling interviews, application, candidate screening documents in accordance with company policy)
- Provided administrative support to the Human Resource department, including any company distribution and mailings, archive fillings, special projects and/or assignment.
- Completed the New Hire Payroll Sheet given to payroll.
- Assisted in the planning of all event staff orientations.
- Prepared new hire packets for all levels of the organization (updated and prepared all handbooks for all levels as directed by the coordinators.)
- Assisted in the coordination for all Marlins Job Fairs.

Personnel Specialist 1 • Elite Flowers

08/17-05/19

- Conducted recruitment efforts for all personnel; conducted new hire orientations, and exit interviewing; wrote and placed job advertisements; explained policies thoroughly and organized associate personnel files and I-9 documentation, maintaining these files accurate and compliant.
- Overseen employee status changes, disciplinary actions, and terminations
- Prepared weekly, monthly, and year-end reports such as gross payroll, hours worked, vacation accrual, and benefit deductions, for senior management
- Conducted exit interviews and provided analytics about reasons for leaving.

Education

Florida International University

2021

Master of Science in Human Resource Management

University Of Florida

2019

Bachelor of Science in Journalism; specialized in Sports & Media; outside concentration in Sports Management



**Litsseny
Carrasquero,
MSHRM, DEI**

HR PROFESSIONAL

Profile

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<https://litssencycarrasq.wixsite.com/portfolio>

Miami, FL

Autonomous, dynamic, goal-oriented Human Resources professional with diverse experience and credentials, which combine strategic leadership and human resources expertise upholding a strong background, and ability to work collaboratively.

Skills & Certifications

- HRIS Systems: ADP, Ultipro, PeopleSoft
- Certificate of Completion: DEI in the Workplace (USF)
- Certificate of Completion: Foundations of Six Sigma (PMI)
- Certificate of Completion: HR- Running Company Onboarding (HRCI)