




SOPHIA MARTINEZ


A results-driven HR generalist with seven years of experience, specializing in talent acquisition, employee relations, and operations management. A proven track record of developing and implementing strategic HR programs for large companies with up to 350 employees. Adept at fostering collaboration across all levels of the organization.

CONTACT

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 LinkedIn | Portfolio

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KEY SKILLS

- Benefits administration
- Compliance and labor law expertise
- Employee engagement
- HR management
- Recruiting and workforce planning

PROFESSIONAL EXPERIENCE

HR Generalist | Sunrise Solar Solutions, Phoenix, AZ | June 2020 – present

- Lead the development and implementation of HR programs to support organizational growth and employee satisfaction for a renewable energy company with 350 employees
- Identify opportunities to streamline the recruitment process by refining sourcing strategies and introducing new ATS features, reducing hiring cycles by 24%
- Oversee investigations and resolutions for employee relations cases, cultivate a forward-thinking work culture, and provide ongoing support to employees, contributing to a 16% increase in staff retention

HR Generalist, Aspen Construction Group, Tucson, AZ | July 2017 – June 2020

- Managed workforce planning, benefits administration, and employee engagement initiatives for a construction firm with 180 employees
- Conducted manager training sessions on performance improvement plans and feedback techniques, contributing to a 19% increase in employee satisfaction and retention
- Ensured compliance with local, state, and federal labor laws by conducting quarterly audits and implementing updated policies

EDUCATION

Bachelor of Arts (B.A.) Human Resources Management

Arizona State University, Phoenix, AZ | 2017

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP) | 2018
- Professional in Human Resources (PHR) | HRCI | 2017