

# VALERIE MARTINEZ

## HUMAN RESOURCE PROFESSIONAL

### PERSONAL PROFILE

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I am a passionate, driven, results and human oriented Human Resource Professional experienced in working with executives and team members to meet the company's culture and personnel goals.

### CONTACT DETAILS

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Cell: (915)-328-3378  
Email: vale6677.vm@gmail.com  
Social: <https://www.linkedin.com/in/valerie-martinez15/>

### ACCOMPLISHMENTS

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- Manage 40+ hour work weeks while in undergraduate and graduate studies
- First generation college graduate

### SKILLS AND EXPERTISE

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- Proficient in Microsoft Office Suite
  - Excel and Pivot Tables
  - Power Point
  - Word
- Workday
- Jobvite
- Vendor relations
- 4+ years in customer service

### WORK EXPERIENCE

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#### HR ASSISTANT

**AccentCare Inc. - Dallas, TX | January 2020 - February 2021**

- Managed Home Health and Hospice Employee Referral Program
- Created, modified, and refreshed onboarding, termination, and referral Excel reports for the Talent Acquisition team on a weekly basis.
- Prepared and completed offer letters for Chief and Executive level candidates and uploaded to Workday
- Allocated Talent Acquisition monthly vendor charges
- Ordered equipment for new Talent Acquisition team members
- Updated and organized Talent Acquisition organization charts
- Created virtual outreach campaigns, visuals, and Power Point decks for Executive Leadership Team
- Scheduled meetings for Vice President of Talent Acquisition

#### HEALTH UNIT COORDINATOR

**University Medical Center - Lubbock, TX | March 2016 - July 2019**

- Organized Patient Charts and Physician Orders
- Assisted Nursing Staff with Labs and contacting physicians
- Ordered equipment needed for patients
- Contacted Hospital for Code Blue situations on the floors managed

### SCHOOLS ATTENDED

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#### TEXAS WOMEN'S UNIVERSITY

**Masters in Business Administration  
August 2019 - Present**

- GPA: 3.0

#### TEXAS TECH UNIVERSITY

**BS in Human Development and Family Studies  
August 2015 - May 2019**

- GPA: 3.2