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| Lupe Melendez | |  |  | | --- | --- | | San Antonio, Texas 78253 |  | | (210) 259-3084 |  | | melendezlupe77@gmail.com |  | |  |  | |

Human Resources Generalist with 10+ years of experience assisting with and fulfilling organization benefit needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

# Experience

### 2018 – present

##### Human Resources, Health & Wellness Advisor/H-E-B, San Antonio, Texas

### Responsible for development, evaluation and promotion of corporate health and wellness programs. Acts as a fiduciary for the Health & Wellness plan, to make recommendations that are in the best interest of the plan members. Provides tools, resources and education to employees to enable ongoing monitoring of quality, the quick identification of risks and/or trends, and the ability to implement timely and appropriate corrective actions so quality and compliance are always maintained. Identify and develop tools that enable operational excellence of the Health & Wellness strategy. Collaborate with community organizations, medical group providers and insurance carriers to establish and build partnerships aimed at addressing the needs of the employees.

##### Human Resources, Benefit Plan Manager/H-E-B, San Antonio, Texas

### 2012 – 2018

Responsible for designing, planning and aligning benefit plans, programs, systems and processes to business and benefits strategy. Responsibilities included the administration, design, development and implementation of group health, pharmacy, dental, vision, life, wellness, and ancillary coverages for over 100,000 employees. Other responsibilities include working with vendors and consultants to manage benefits and special projects from concept to implementation, as well as reviewing, analyzing and developing policies and procedures that ensure company practices comply with federal and state regulations. This included applying advanced subject matter knowledge to benefit plan design and recommending changes to the current benefit programs. Preparing executive summaries for presentation to the Senior Leadership Team as well as the use of consistent benefits communication materials and branding throughout the benefits programs and processes.

##### Human Resources, Recruiting Coordinator/H-E-B, San Antonio, Texas

### February 2010 – February 2012

Recruitment outreach to prospective employees to include various administrative tasks. Coordinated the recruitment, interviewing, and hiring process of new employees. Facilitated onsite interviews to ensure outstanding candidate experience, including travel arrangements for high profile candidates. Reviewed resumes, contacted prospective employees, and assisted with negotiated compensations. Managed logistical support for onsite and offsite recruiting events, along with special events and independent projects.

##### Planning & Analysis, Data Integrity Coordinator/H-E-B, San Antonio, Texas

### February 2007 – February 2010

Serves as a data steward, responsible for monitoring and reviewing data for integrity across various systems with a concentration in business intelligence (BI). Integrating best practices in data collection and management to guarantee quality assurance and performing data cleansing procedures as needed. Effectively supports the migration of legacy data (in spreadsheets and databases) into new information systems. Creates data exports and reports in response to requests for information. Provides end-user instruction and support in finding and using data for organizational needs.

# Skills

• Proficient with MS Suite • People Soft • Salesforce • Drug Free Workplace Testing • HCRA & DCRA • Vendor Management • FMLA • Short & Long Term Disability • Data analytics • Reporting • Biometric Screenings • Health Fairs • Employee Discounts • Total Rewards

# Education

### DECEMBER 2021

##### Bachelor of Arts Communications/San Antonio, Texas

### june 2016

##### Associate in Arts (A.A.) Kinesiology/San Antonio, Texas