

VIOLETA MONTALVO

HUMAN RESOURCES EXECUTIVE

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PROFILE

HR Professional with 20 years of experience delivering practical, effective, and customized HR services that create a great place to work. Partnering with management to strategically support organizational goals, ensure compliance, engage employees, and reward great performance while building a cost-effective and efficient HR department.

EDUCATION

NY Law Certificate

Pace University, 2019

Master of Science,

HR Management & Labor Relations
NY Institute of Technology, 2004

Bachelor of Science,

Organizational Management
Nyack College, 2002

SKILLS

- Results-driven professional
- Effective communicator
- Strategic problem-solver
- Create HR governance
- Build trust & confidence in HR
- Lead change management
- Coach first time people-leaders
- Transform HR departments from chaotic to structured
- Believe in celebrating success

PROFESSIONAL SUMMARY

Create and manage HR departments by providing strategic HR leadership and counsel to management with a focus on HR governance, while remaining cost-effective and effective. Understanding the needs and mission of each organization, determining which priorities take precedence, and remaining flexible as complications arise are key to my success in each role. Specializing in start-ups and small firms with a lack of infrastructure, I conduct audits, create HR initiatives that enable clients to successfully manage employees, and align HR with business goals, creating a foundation for growth and success. Through my unique ability to design and execute strategies that support business goals, I successfully create and manage robust HR departments with a demonstrated ability to deliver client-focused HR solutions to business problems.

EXPERIENCE

Responsible for setting and overseeing the execution of the organization's HR function. Strategically manage all HR operational activities, developing short and long-term HR goals and creating governance. Collaborate with management to attract, develop and retain employees. Manage PEO implementations, onboarding/offboarding programs, employee benefits, and provide internal training to maximize employees' effectiveness and productivity.

Specializing in introducing and enhancing HR initiatives, I create and facilitate internal communication to clearly present HR information including performance expectations, benefit offerings, organizational goals and corporate messages aimed at fostering transparency and trust.

Serve as a resource to management and employees in an array of areas including workplace compliance, employee relations, performance management, staff development and management coaching to maximize employees' success.

Montalvo Management LLC, Founder 2011-Present

[*Clients: Start-up, Fin-Tech, and Non-Profit organizations*]

ASI System Integration, Vice President of HR 2004- 2011