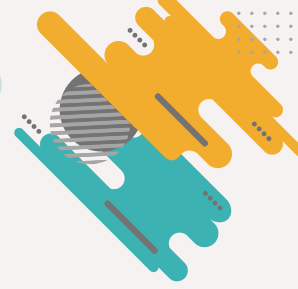


VIOLETA MONTALVO

HUMAN RESOURCES EXECUTIVE



Contact

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New York, NY

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montalvomanagement.com

Education

Pace University
NY/NJ Law Certificate

New York Institute of Technology
Master of Science,
HR Management & Labor Relations

Nyack College
Bachelor of Science,
Organizational Management

Skills

- Results-driven professional
- Effective communicator
- Strategic problem-solver
- Design & lead HR function
- Develop HR goals to drive & achieve goals
- Optimize organizational effectiveness
- Cultivate & foster a people-centric company culture

Expertise

- Strategy Alignment
- Strategic Planning
- Comprehensive HR Audits
- Compliance & Risk Mitigation
- Employee Relations
- Leadership Coaching
- Full Cycle Recruitment
- Talent Management
- Performance Management
- Benefits Management
- Training & Development
- Employee Engagement
- PEO Implementation

Professional Summary

A seasoned and results-oriented HR Leader with 20 years of extensive HR management and consulting experience strategically aligning HR initiatives with corporate goals. Providing expert guidance and support to management teams and leading the HR function to drive positive business results.

Create and manage HR departments and provide strategic HR leadership and counsel with a focus on HR infrastructure and governance, while remaining cost-effective and competitive. Partner with leaders to cultivate and foster a people-centric culture by building trust, inclusivity, and company-wide collaboration.

Understanding the needs and mission of clients, determining which priorities take precedence, and remaining flexible as complications arise, are key to my success.

Specializing in start-ups and small business with a lack of infrastructure, I conduct comprehensive audits, create HR programs and initiatives that enable businesses to successfully manage employees, and create a foundation for scalable growth and success. I deliver impactful HR solutions and streamline HR operations.

Through my unique ability to design and execute aligned strategies, I successfully create and lead robust HR departments, delivering customized, client-focused HR solutions to business challenges and proactively transform the HR department into a cost-effective and efficient department that drives business success.

Professional Experience

Manage all HR & People operations initiatives, strategically developing short and long-term HR action plans aligned with corporate goals and identify solutions to critical business challenges. Serve as the main point of contact on all HR matters to maximize organizational effectiveness and increase productivity. Specializing in introducing and enhancing HR programs and optimizing HR processes, I maintain a “let’s do it” and if it’s never been done before, a “let’s build it” mindset.

Lead areas of strategic planning, governance, legal compliance, employee relations, training, staffing, benefits management, and leadership coaching. I effectively provide HR insight & guidance, enhance internal communications and clearly present HR information to employees including organizational mission & goals, performance expectations and other corporate messages aimed at fostering transparency and building trust to cultivate collaborative, high-functioning teams.

Prior to launching Montalvo Management, I held corporate HR Management positions in startups and professional services organizations. As a self-motivated and results-orientated professional, I applied and advanced my extensive generalist expertise building HR departments, creating HR infrastructure and launching initiatives throughout the employee lifecycle to enhance employee engagement, increase retention, and build a thriving workplace.

