

Adrienne Latchman

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Human Resources Professional having assisted with fulfilling organization needs and requirements. A proven track record of excelling in personal skills, communication, and organizational skills to help lead and improve HR departments, and work with recruiting to get the best personnel and improve department efficiencies. Team player and agile as a leader, with excellent communication skills, high quality of work, driven and highly self-motivated.

Experience

JUNE 2022 – PRESENT

Human Resources Coordinator / Trimble Inc.

- Perform HR business processes: new hires/interns/contractors, terminations, transfers, verifications, and employee changes via Workday HCM and Paychex.
- Support key HR functions such as establishing processes for best HR solutions, retention initiatives, diversity, compensation evaluation and support day-to-day HR Operations.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files via E-Verify & ADP.
- Onboard new employees into HRIS Workday & into payroll system.
- Assists with the preparation of the performance review process.
- Coordinate and assist with SOC 1 Type 2, SOC 2, SOX, FEDRAMP, AAP and EEO compliance necessities.
- Assistance with the annual merit process and mapping the accuracy of job leveling structures for the organization in accordance with local zones.
- Monitor trends for state laws and labor relations for local requirements.
- Leads New Hire Orientation and compliance training overview for all entering employees.
- Conducts exit interviews and compiles report for all employees exiting voluntarily.

JUNE 2022 – PRESENT

Human Resources Assistant / Trimble Inc.

- Files documents into appropriate employee files per HR standard.
- Prepares new-employee files /termed employee files /employee benefits files /employee immigration files.
- Sort through HR mail.
- Monitor trends for state laws and labor relations for local requirements.
- Participate in employee engagement (Glassdoor, employee events, etc.)

JAN 2019 – JAN 2020

Office Manager / Keolis Transit America

- Managed and organized inventory of supplies and uniforms in the office.
- Organized company events and team building functions.
- Processed Payroll via ADP/Approval and Denial of PTO requests.
- Directly assisted Senior Management Team with all requests.
- Managed payment for all company purchases through company credit accounts.
- Assisted Human Resources Manager with onboarding process/Orientation/I9 Verification.

- Organized all trainings and arrangements for all staff members to remain in accordance with deadlines for compliance.

MAY 2018 – JAN 2019

Legal Admin Assistant / Resort Release

- Assisted attorneys with all scheduling, filing and phone calls.
- Kept client files up to date regarding case status.
- Scanned client files into electronic system daily.
- Customer service at high velocity.

APRIL 2015 – MAY 2018

Release of Information Specialist / Sharecare Inc.

- Provided excellent customer service by being attentive and respectful.
- Worked within scope of position and direction; willingly accepted assignments and was available to take on additional facilities or help during backlogs.
- Maintained confidentiality, security, and standards of ethics with all information per HIPAA standard.

AUGUST 2007 – APRIL 2015

Imaging Technician/QA Analyst / IOD Incorporated

- Prepped medical records in date and document order for hospital to scan into electronic system.
- Indexed electronic documents per quota and accuracy for hospital to refer to in electronic format.
- Quality Assurance checks on all medical records page by page both manually and electronically.
- Kept and protected patient information per HIPAA guidelines and standards.

Skills

Bilingual – Spanish (read & write) • Proficient with Workday HCM • E-verify Certified/Proficient • Excellent time management skills • Conflict Management • Proficient with Microsoft & Google functions • Fluent in ADP/Paychex/UltiPro/Kronos and all payroll processes • Type 60-70 WPM • ADP EI I-9 Certified • Equifax I-9 Certified • SOC Type 1 Type 2, SOC 2, FEDRAMP, AAP & EEO compliance fluent in audits.

Education

Bachelor of Arts – Communications / Southern New Hampshire University / 2024

Associate degree – Criminal Justice / Broward College / 2012

High School Diploma / Somerset Academy Charter High School / 2010

Certifications

Associate Professional in Human Resources (aPHR) / HRCI / 2021

Credential ID: 800171941aPHR