

Alan Duran

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Objective

Results-oriented HR professional with experience in recruitment, workforce development, payroll, and Leave management. Skilled in data analysis and strategic planning.

Education

California State University Stanislaus, Turlock CA, (May 2025 estimated graduation) (3.94 GPA)

B.S in Business Administration with a double concentration in HR Management and Computer Information Systems

-Minor in Computer Science

Technical Skills

- Python, Java, Queuing Analysis, Bookkeeping, Forecasting, Microsoft Suite, Google Suite, Strategic Planning

Professional Development

H.R. Partner Intern (Current Summer Internship)

-Amazon Logistics North America, Tracy CA, June 2024-August 2024

- Employee engagement. Employee experience. Employee Effectiveness.
- Collaborate across the company with HR peers and business leadership teams to develop and execute strategic initiatives focused on employee engagement, organizational effectiveness, workforce planning, and talent management.
- Client-facing and partnering directly with business leaders to deliver solutions tailored to employee's needs.
- Build strong relationships in adjacent networks, provide executive coaching, review operational effectiveness, and develop programs that run across various Amazon teams.
- Aligned to support corporate leaders, field leaders, or internal support teams within a specific business lane at Amazon on a rotating basis.

H.R. Generalist (Emphasis on Leave Management, and Payroll) (Current Permanent Position)

-San Joaquin County Health Clinics HR and Payroll Department, Stockton CA, July 2023 - Current

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

H.R. Analyst II

-Stanislaus County Behavioral Health and Recovery Services HR and Payroll Department, Modesto CA, November 2022 - July 2023

- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, make recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, motivate and retain employees, address staffing issues, and maintain legal compliance.
- Facilitates implementation of new training, development, recruiting, and other related initiatives.
- May conduct or assist with classification audits to ensure that jobs are appropriately classified as exempt or nonexempt.
- Ensures compliance with data privacy regulations and best practices.
- Assist HR leadership with staffing, recruiting, and departmental budgets.
- Guide and assist with performance, benefit, and compensation review and evaluation processes.

H.R. Assistant (6-week contract)

-Hammer Head Protection and Security Services, Stockton CA, October 2022 - November 2022

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to appropriately collect and file all required documents.
- Provides clerical support to the HR department.

- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

Workforce Development Specialist (3-month contract, extended twice)

-San Joaquin Delta College Workforce Development Department, Stockton CA, April 2022 - January 2023

- Identify, develop, and maintain workforce development partnerships and network with other program coordinators;
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants;
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment, and maintain an updated internal candidate pool;
- Assist in developing program marketing materials including brochures and other methods to advertise program services;
- Market all programs to businesses and community-based organizations;
- Create, maintain, and/or supervise an effective filing system to support programs and client relations;
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars;
- Provide input to the Director and make recommendations for improvements to programs and the department