

ELIZABETH CORONADO

ACCOMPLISHMENTS

- ◆ Over 14 years of Human Resources Management in the fields of federal and local government, retail, manufacturing, education and non-profit.
- ◆ Extensive experience with issue resolution, performance plans, corrective actions, terminations, union negotiations, recognition, exit interviews, succession planning, FLSA, and FMLA.
- ◆ Instrumental in identifying, creating, facilitating, and implementing required training for staff including an effective on board hiring process, orientation, safety and job training.
- ◆ Administration of full cycle hiring and employment practices including internal & external posting, recruiting, screening, interviewing, hiring, and orientation.
- ◆ Accountable for creating and maintaining all personnel policies, procedures, personnel files, and administering benefits.
- ◆ Instrumental in successfully developing and implementing new policies and procedures in addition to creating an agency website, newsletters, bulletins as well as Community and Annual Reports.
- ◆ Trained and supervised staff and management teams to ensure adherence to company policies and procedures and government laws and regulations including OSHA compliance.
- ◆ Effectively provided safety management to reduce losses by conducting investigations, preparing reports, and providing trainings.
- ◆ Participated in financial management for a federally funded program with an annual budget of more than ten-million.
- ◆ Responsible for salary administration and budgetary compliance.
- ◆ Conducted wage and community needs surveys in order to determine competitive salaries and overall effectiveness of the agency's services.
- ◆ Participate in Governing Board meetings and provide reporting on the operation of the agency; facilitate Strategic Planning and board trainings.
- ◆ Active participant in community outreach and networking functions to enhance agency support.
- ◆ Spearheaded diversity efforts by serving as liaison for the several local minority associations to aid in company inclusion.
- ◆ Partner with local school districts, colleges, other educational institutions as well as an active member of the Greater Aurora Chamber of Commerce, to ensure community awareness.
- ◆ Organize, facilitate and promote agency and employee events.
- ◆ Responsible for overseeing payroll processes and HRIS data integrity, working with MIP, Peoplesoft, HTE, Superion, CIVICHR and several other HRIS and time keeping programs.

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EXPERIENCE

City of Aurora Human Resources Generalist	Aurora Illinois May 2014 to Present
Military Service United States Air Force Reserves/Navy Reserves/Air National Guard	Various Assignments/Locations March 2000 to Present
Two Rivers Head Start Agency Human Resources Generalist	Aurora Illinois October 2008 to May 2014
Custom Culinary (TM), Griffith Laboratories Employee Relations Manager	Oswego Illinois August 2007 to May 2008
Lowe's Home Improvement Human Resources Manager	Aurora Illinois August 2005 to August 2007

EDUCATION

University of Illinois at Chicago Bachelor's Degree in Organizational Sociology	Chicago Illinois 2005
Aurora University Working toward SHRM Certification and Masters in Public Administration	Aurora Illinois

COMMUNITY INVOLVEMENT

- ◆ Member of the Greater Aurora Chamber of Commerce
- ◆ Member of the Illinois Safety Council
- ◆ Member of the Society of Human Resource Professionals (SHRM)
- ◆ Member of the Kiwanis Club of Aurora
- ◆ Past Vice President of local non-profit, Rebuilding Together Aurora