

# Malina Vicencio

HR Generalist

## Profile

Dynamic HR Generalist with 3 years of experience driving employee engagement and streamlining HR operations. Proven track record in recruitment, policy implementation, and conflict resolution. Adept at fostering productive workplace environments and supporting organizational goals.

## Employment History

### HR Coordinator at Google, ME

Apr 2025 - Present

- Implemented a new onboarding process that reduced employee ramp-up time by 20%, enhancing overall team productivity.
- Coordinated recruitment efforts leading to a 15% increase in candidate diversity, enriching team dynamics and innovation.
- Streamlined HR operations by introducing an automated system for handling employee queries, cutting response times by 35%.
- Led cross-functional teams in developing a wellness program, boosting employee engagement scores by 18% within six months.
- Analyzed turnover data to identify retention strategies, resulting in a 12% decrease in voluntary departures over the year.

### HR Assistant at Amazon, ME

Mar 2022 - Mar 2025

- Spearheaded the onboarding process for over 350 new hires annually, reducing average onboarding time by 20% through streamlined documentation and scheduling.
- Collaborated with cross-functional teams to enhance employee engagement initiatives, resulting in a 15% increase in participation rates across company-wide programs.
- Implemented a data-driven approach to track recruitment metrics, improving candidate placement efficiency by 18% within six months.
- Led efforts to refine internal communication strategies, boosting HR-related query resolution speed by 25% and enhancing overall employee satisfaction.

## Education

### Associate of Arts in Human Resources Management at Southern Maine Community College

Nov 2017 - May 2022

Relevant Coursework: Principles of Management, Organizational Behavior, Human Resource Management, Employment Law, Compensation and Benefits, Training and Development, Labor Relations, and Business Communication.

## Certificates

### Professional in Human Resources (PHR)

Apr 2024

## Details

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## Links

[linkedin.com/in/malinavicencio](https://www.linkedin.com/in/malinavicencio)

## Skills

HRIS

Excel

Workday

Data Analysis

Conflict Resolution

Talent Acquisition

## Languages

English

Dutch

## Hobbies

Photography

Gardening

Cooking