

# Deidre Buder

HR Generalist

## Profile

Dynamic HR Generalist with two years' experience in recruitment, employee relations, and benefits administration. Skilled in fostering positive workplace culture and streamlining HR processes. Adept at handling sensitive information with confidentiality and professionalism.

## Employment History

### HR Specialist at Google, FL

May 2025 - Present

- Spearheaded the implementation of a new recruitment strategy that increased candidate diversity by 30% within one year.
- Developed and conducted over 50 training sessions on compliance and performance management, boosting team efficiency by 20%.
- Streamlined onboarding processes, reducing new hire integration time from four weeks to two weeks, enhancing employee satisfaction scores.
- Analyzed exit interview data to identify trends, leading to a 15% decrease in annual turnover rates through targeted retention initiatives.

### HR Coordinator at Microsoft, FL

Apr 2023 - Apr 2025

- Spearheaded the implementation of a new onboarding program, reducing new hire acclimation time by 30% within the first year.
- Coordinated and optimized recruitment processes, increasing candidate engagement satisfaction scores by 25%.
- Developed and maintained HR databases with 98% accuracy, ensuring seamless information retrieval for over 500 employees.
- Facilitated monthly training workshops, enhancing team productivity and collaboration skills among diverse departments.
- Streamlined employee feedback mechanisms, leading to a 40% improvement in workplace morale and retention rates.

## Certificates

### Professional in Human Resources (PHR)

Jan 2024

### SHRM Certified Professional (SHRM-CP)

May 2022

## Memberships

SHRM

HRCI

 [deidre.buder@gmail.com](mailto:deidre.buder@gmail.com)

 (155) 058-3254

 St. Petersburg, FL

## Education

### Associate of Arts in Human Resources Management at Miami Dade College

Jan 2019 - May 2023

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

## Links

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

## Skills

HRIS

ADP

SAP

Workday

BambooHR

Kronos

Paycom

## Languages

English

Portuguese