

Paola T. PHR

HR Generalist

Compliance

Benefits

Project Management

Training + Development



WORK EXPERIENCE

HR + RELOCATION MANAGER

Real Estate Firm

Virginia Beach, VA
Small organization

OWNER

Exercise and Wellness Company

Virginia Beach, VA
Small organization

HR/DONOR RELATIONS

Healthcare Non-Profit Organization

Virginia Beach, VA
Mid-sized organization

ADMINISTRATIVE ASSISTANT

Chiropractic Clinic

Virginia Beach, VA
Small organization

PROGRAM MANAGER

Wellness Clinic

Virginia Beach, VA
Large organization

CAREER HIGHLIGHTS

- 4+ years of solid generalist experience with a background in health + wellness.
- Specializes in talent acquisition, HRIS implementation, and employee relations + engagement.
- Expert in employment law, Worker's Comp, and leave management.
- Skilled in process improvement, and developing HR policies and procedures.
- HR Systems Experience
 - Taleo
 - Kronos
 - Gusto
 - UltiPro

EDUCATION

M.A. Organizational Leadership

Shenandoah University
Winchester, VA

B.S. Exercise Science

Old Dominion University
Norfolk, VA