

Lizbeth Diaz

HUMAN RESOURCES SPECIALIST

305-587-5617 | Ldiaz31394@gmail.com | Austin, TX | linkedin.com/in/lizbethdiazhr | lizbethdiazhr.com

HR SPECIALIST SUMMARY

HR Specialist with **5+ years of experience** supporting organizations of **200–16,000+ employees**. Expertise in **HRIS, benefits, compensation, recruiting, employee relations, and compliance**, with strong bilingual (English/Spanish) support and focus on operational efficiency.

CORE SKILLS

HRIS (Workday, UKG, ADP, Gusto), ATS (iCIMS, Phenom Integration), Benefits Administration, Compensation, Recruiting & Onboarding, Offboarding (Equifax), Talent & Performance, Employee Relations, Compliance, Payroll Support, Training, Microsoft 365, Smartsheet, Canva, Bilingual (English/Spanish)

PROFESSIONAL EXPERIENCE

HR Specialist

Masco Corporation (Remote) | July 2025 – Present

- Resolve **Workday HR cases** across benefits, compensation, taxes, time & attendance, recruiting, onboarding, and performance management, ensuring accuracy and compliance. Recognized by local HR partners for timely, high-quality case resolution.
- Execute **EIBs, mass actions, proxy tasks, and sandbox testing** to validate solutions before production, reducing case resolution time by **33%**.
- Serve as bilingual HR point of contact; translated HR knowledge articles and materials, contributing to a **19% increase in Open Enrollment benefit elections**.

People & Culture Coordinator

Sage Hospitality, Austin, TX | April 2024 – October 2024

- Managed full **employee lifecycle** from job posting through onboarding and 30-day follow-ups; reduced **time-to-fill from 67 to 35 days**.
- Led offboarding, exit interviews, and compliance tasks; improving completion rates by **82%** and supporting a **13% increase in retention**.
- Administered payroll updates, benefits, PTO, employee relations, investigations, and training while ensuring federal and state compliance. HR responsiveness survey scores **doubled** from the previous year.

HR Operator

My Spark Tutor (Remote) | August 2020 – March 2024

- Recruited, onboarded, and trained staff; **91% offer acceptance rate, 32-day average time-to-fill, 100% retention**.
- Maintained **HR documentation, I-9 compliance**, contracts, and policy manuals with monthly **audits**.
- Managed compensation and tax documentation through **HRIS and QuickBooks**; quarterly financial reviews reported **zero errors**.

EDUCATION

Human Resources in Technology Certificate

CourseCareers

Master of Science in Communication

Florida International University

LANGUAGES

English & Spanish - **Full Professional Bilingual Proficiency**