

# Alondra del Coral Rosario Soto

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## Education

### University Carlos Albizu

Master of Science

Degree in I/O Psychology

Mayagüez, PR

August 2021-present

### University of Puerto Rico

Bachelor of Science and Arts

Major: Psychology

Minor: Human Resources Management

GPA: 3.98

Mayagüez, PR

August 2017-May 2021

## Professional Experience

### Pratt & Whitney PR

Human Resources Assistant

Remote

December 2021-present

- Process and approve 10-15 Leave of Absence and FMLA daily requests for employees from P&W across United States.
- Verify eligibility for Birth/Adoption/Parental leave of absence for employees.
- Contact employees by phone or email to answer and process inquiries.
- Place on Leave and Return to Work employees on Workday.
- Verify payroll in ADP to make sure employees get paid while on leave.

### Oriental Bank Internship

Talent Development Intern

Remote

May 2021- November 2021

- Support in the transfer of information of the talent review of over 60 employees
- Coordinate with external resource coaching session for branch managers and employees
- Report assistance of coaching sessions of 50 members of trainee development program (MSO's) to manager
- Collect assistance through TEAMS of monthly and weekly workshops
- Support in the process of 360 review of the MSO's with external resource

### Mr. Special's Supermarkets

Cashier

Mayaguez, PR

October 2019-May 2021

- Promote customer loyalty and consistent sales by delivering friendly service and knowledge assistance
- Scan a minimum of 40 products per minute
- Arrange, organize, and face merchandise in front lanes and aisles
- Process transactions including checks, cash and credit purchases or refunds
- Check expiration dates and monitor price changes according to DACO regulations.

### Boeing Business Internship Program

Learning Program Manager

Seattle, WA

June 2020- August 2020

- Create 4 engineering role-based learning paths in Degreed
- Integrate more than 15 resources and courses on each of 4 engineering learning paths in Degreed
- Collect 26 key factors from 11 engineers on the skills, knowledge, training, and resources they were lacking
- Support the development and implementation of TLX
- Support the development and data analytics for skills assessments
- Define when and where VR/XR/AR is most effective for skills training

## Academic Research and Projects

Management Project: Adopt a Company

- Leader of a group of four members throughout the semester
- Identified human resources necessities of the company using various methods, including SWOT analysis
- Assisted the company with a mission and vision, job descriptions, organizational chart, job announcement, customer evaluation and promotion

Compensation Project Assistance

- Create a compensation plan for a local company in Mayaguez

- Provide compensation methods such as Non-Quantitative Job Evaluation, Market Pricing, and Point Method
- Establish the statutory benefits and voluntary benefits

### **Leadership Experience & Development**

#### **RUMarino UPRM**

**Mayaguez, PR**

Member of the Business Division

August 2020- present

- Edited the DVL unboxing video for sponsor company
- Collaborated in creating introduction stories of the team members and their respective divisions on social media

#### **Psi Chi- The International Honor Society in Psychology**

**Mayagüez, PR**

Society Member

May 2019-present

- Attend trainings and workshops for emotional intelligence, stress relief techniques, and graduate schools
- Volunteer with a non-profit organization giving breakfast to students and homeless people, feeding sixty individuals

#### **Impacto Juventud**

**Mayagüez, PR**

Program Fellow

October 2019-present

- Prepare and gave workshops to five schools promoting participation in social and public politics issues
- Train and mentor six new members of the program about the strategies used when visiting schools and other campuses

#### **Society for Human Resource Management**

**Mayagüez, PR**

Society Member

April 2017-present

- Volunteer as an usher in workshops such as Equal Employment Opportunity and Affirmative Action
- Attend workshops about decision making, time management, OSHA, and leadership

### **Additional Information**

**Languages:** Bilingual: Spanish, English

