

Lisa N Gomez

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PROFESSIONAL SUMMARY

With over eight years of experience in the field, I have developed into a well-rounded Human Resources professional with knowledge and training on many aspects of Human Resources administration. My career has steadily progressed from entry-level to highly qualified, especially in the areas of hiring and onboarding, benefits administration, and mandatory compliance reporting. My expertise encompasses the private, public, and non-profit sectors.

EXPERIENCE

Minnesota Jewish Community Center, Saint Paul, MN

Human Resources Generalist

3/2025 – current

- Serves as initial point of contact for employee questions and concerns related to payroll, benefits, leaves of absence, and other Human Resources functions
- Processes job requisitions, posts job vacancies, and manages recruitment, hiring, and onboarding lifecycle
- Ensures compliance with local, state, and federal laws, and the Minnesota JCC's personnel policies
- Processes leave of absence requests and disability claims
- Assists employees with new hire and open enrollment benefit enrollment, processes qualified life events
- Reconciles and processes vendor invoices
- Prepares documentation and responds to unemployment claims, attends unemployment hearings
- Oversees mandatory state and federal compliance reporting including Equal Employment Opportunity, Minnesota Department of Human Rights, and workers compensation and 403(b) retirement plan audits
- Processes and maintains employee record keeping and personnel files, ensuring personnel transactions are processed accurately and timely
- Supervises Payroll/HR Assistant and serves as a back-up for semi-monthly payroll processing
- Trains hiring managers on Human Resources processes, coaches managers on employee performance management, prepares performance improvement plans and disciplinary action letters

Saint Paul Public Schools, Saint Paul, MN

Benefits Technician 3

4/2024 – 3/2025

Benefits Technician 2

7/2022 – 4/2024

- Processed leave of absence requests and disability claims
- Processed qualified life events, including payroll adjustments for benefit changes
- Assisted employees with new hire and open enrollment benefit enrollment
- Participated on the Labor Management Committee (LMC) for medical (2022 and 2024), Health Savings Account (2023), and Flexible Spending Account (2023) contract renewals
- Classified Confidential Employees Association (CEEA) contract negotiations committee member

Saint Paul Public Schools, Saint Paul, MN

Human Resources Management Assistant

9/2020 – 9/2022

- Provided confidential administrative support to the Executive Director of Human Resources and HR Leadership Team
- Supervised Human Resources Service Associates 1 and 2, provided training and coaching, hired for vacancies

- Prepared documents and paperwork, including public records data requests, PELSB Reporting, mandatory government compliance reporting, and personnel file requests
- Monitored the Human Resources and St. Paul Urban Teacher Residency (SUTR) program budgets, reconciled and processed vendor invoices, invoiced partnering agencies for reimbursements to the district
- Managed Human Resources vendor contracts and Student Teaching agreements
- Participated on the Labor Management Committee (LMC) for background check (2020) contract renewal

Saint Paul Public Schools, Saint Paul, MN

Human Resources Service Associate 2

2/2020 – 9/2020

Human Resources Service Associate 1

10/2019 – 2/2020

- Initial point of contact for Human Resources department
- Assisted employees with their union bargaining agreements regarding HR, benefits, and payroll topics
- Accessed employment records within HRIS system, completed Employment Verification Requests and Public Service Loan Forgiveness Applications
- Processed new hire paperwork and employee documentation, assisted with applicant testing procedures, including language assessments and Parapro testing
- Managed volunteer background check process
- Provided administrative support to talent acquisition, payroll, and benefits teams

ARCA Recycling, Inc., Hopkins, MN

Human Resources Coordinator

5/2017 – 9/2019

Human Resources Assistant

12/2016 – 3/2017

** The two-month gap was due to a temporary layoff.*

- Managed pre-employment screening process and determined applicant employability
- Managed benefits administration, new hire benefit enrollment, and COBRA administration
- Completed new hire orientation, explained key company policies, collected new hire paperwork, completed E-Verify process, prepared employee notices regarding the 2019 MN Wage Theft Laws
- Managed State and Federal Employment Law notices for all company locations in 13 states across the U.S.
- Processed payroll for recycling centers in Canada, prepared commissions for sales associates in U.S.
- Completed employment verifications, including DOT verifications
- Prepared documentation and responded to unemployment claims, attended unemployment hearings
- Assisted Center Managers with performance management, prepared performance improvement plans and disciplinary action letters
- Maintained personnel, payroll, and medical records, maintained employee records in HRIS system
- Implemented a “paperless” onboarding and benefit enrollment process, set up the appropriate documents and checklists within the HRIS system, set up job descriptions and job interview workflows, created training manuals for applicants and managers, trained hiring managers

EDUCATION

Bachelor of Science, Psychology

Capella University

Minneapolis, MN

Associate of Applied Science, Sales & Marketing

Minnesota State Community & Technical College

Detroit Lakes, MN