

# Lydia Barber

Dallas, TX

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HR professional with experience in recruiting, onboarding, performance management, employee relations, and employee engagement. Dedicated to delivering exceptional customer service. Proven ability to streamline processes, implement HR systems, and foster a positive office culture. Currently pursuing SHRM-CP certification and certified in Predictive Index (PI).

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## Professional Experience

### Atlantic Housing Foundation, Inc.

2017-Present

#### Human Resources Coordinator

2022 - Present

- HRIS & Payroll Administrator for two entities
- Assist in facilitating New Employee Orientation
- Facilitate exit interviews
- Assist with annual benefits open enrollment
- Assist with tracking of FMLA, WC, STD/LTD, and administrative leaves of absence
- Utilize ATS to respond to, schedule, and conduct initial phone screens with candidates for open corporate positions
- Develop & Co-Lead the wellness strategy
- Implemented and managing I-9 verification process to ensure compliance with federal regulations and onboarding requirements
- Co-lead, established, and support an office Culture Club, ensuring employee engagement events occur monthly to foster a positive and inclusive workplace
- Analyze HR data to identify trends, supporting data-driven decision-making to address areas of opportunity
- Aided in the implementation of performance management, leave of absence management, and benefits administration platforms
- Collaborated in the streamline of the onboarding process through the introduction of set start dates

### Office Manager

2019 - 2022

- Managed and coordinated office operations, including vendor negotiations, facility management, and budget creation for social and cultural events
- Provided administrative support to leadership, including managing contracts, scheduling events, and coordinating logistics for high-level meetings
- Maintained vendor relationships and ensured efficient operation of office equipment and supplies

### Executive Administrative Assistant/Receptionist

2017-2019

- Provided comprehensive administrative support to the CEO and executive leadership team
- Managed office communication by answering calls, directing visitors, and distributing correspondence
- Organized travel arrangements, meetings, and inventory management to maintain seamless office operations

### Waterton-Leasing Specialist (Parkside at Firewheel)

January 2016-March 2017

- Facilitated leasing processes for a 594-unit property, maintaining compliance with federal and state housing laws
- Conducted outreach marketing to drive sales and ensure occupancy goals were met
- Delivered exceptional service by addressing resident requests, resolving complaints, and managing property files

**TOD'S-Sales Assistant/Key Holder**

**June 2014-December 2015**

- Enhanced customer satisfaction through personalized service and efficient resolution of concerns
- Analyzed sales performance and contributed to periodic business reviews
- Developed merchandise guides to support marketing and sales initiatives

**Elie Tahari- Sales Supervisor**

**June 2012-June 2014**

- Managed team performance by training and mentoring employees
- Oversaw inventory and shipping operations to ensure timely product availability
- Provided detailed business evaluations for weekly reporting

**Dooney & Bourke-Sales Associate**

**May 2011-June 2012**

- Built and retained client relationships through superior customer service and product knowledge

**Skills**

- Softwares: Netchex, Performyard, Bswift, Smart Recruiter, Google Workspace
- Compliance: I-9 processes, benefits administration, leave management
- Employee Relations: Onboarding, performance management, culture initiatives
- Data Analysis: Identifying trends and areas of opportunity
- Event Planning: Budgeting, coordination, and execution of events

**Certifications:**

- PI Certified
- SHRM-CP (in progress)