

Danya Zuaiter

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PROFESSIONAL SUMMARY

The focus throughout my career has been to attract and retain the best talent. From sourcing qualified candidates, to ensuring employee satisfaction through the proactive development of relationships, I wish to utilize my demonstrated talents in performance management as a recruiter at a quickly growing company.

EXPERIENCE

Marquee Event Rentals

Carrollton, TX

Regional Human Resources Administrator (Dallas, Austin, San Antonio)

March 2023 – March 2024

- Managed employment records using softwares such as Paylocity.
- Guided new hires on employment resources, benefits, and payroll, and conducted workplace tours.
- Facilitated communication between management and employees across departments.
- Supported managers in resolving employee disputes promptly.
- Enhanced team productivity by training and directing employees in best practices and regulatory protocols.

State Farm

Richardson, TX

Property & Casualty Claims Summer Intern

May 2022 – August 2022

- Analyzed complex coverages and deductibles in the Car Policy Booklet Scheme.
- Managed insurance coverage and liability using Enterprise Claim System (ECS) and Standard Claim Process (SCP), following up with customers as needed.
- Assessed initial investigation information and reported findings by categorizing live claims between Auto Estimate Bill Research (AEBR) and No Call Required (NCR).
- Guided clients through multi-departmental services, issuing transfers to inter-company services like LYNX.
- Developed a presentation on inflation's impact on product inventory sales for VPOs and board executives as part of a company-wide Capstone Project.

El Rancho Supermercado Corporate

Addison, TX

Human Resources Summer Intern

June 2021 – August 2021

- Managed bi-weekly hire reports, competitor analysis, and needs assessment using Oracle HCM Cloud.
- Ensured compliance with employment laws for onboarding and payroll through Kronos.
- Recruited and hired 3 full-time employees by sourcing candidates on various platforms.
- Promoted company through candidate text codes and business cards distributed to 42 stores.

Q.S. Dental Laboratory

Plano, TX

Business Administrator

January 2020 – January 2021

- Managed recruitment, hiring, and onboarding, including background checks, interviews, and employment contracts.
- Handled staffing and employee relations, including conflict resolution and terminations.
- Provided impactful coaching and mentorship across all organizational levels.
- Conducted exit interviews, documented feedback, and addressed HR inquiries.
- Supported developmental programs for continuous employee growth.

EDUCATION

The University of Texas at Dallas

Richardson, TX

Bachelor of Human Resources and Management

December 2022

- Magna Cum Laude | GPA: 3.81

Capstone Senior Project: Developed sustainable environmental solutions with Hitachi High Tech advisors.

Social Sector Entrepreneurship and Community Engagement: Created a prototype to track Diversity and Inclusion Programs in a group project addressing workplace discrimination.

Dallas County Community College District - Richland

Dallas, TX

Associate of Science (AS)

August 2021

- Core Complete

ADDITIONAL INFORMATION

- **Technical Skills:** Oracle Human Capital Management Cloud, Kronos, Paylocity, QuickBooks, FreshBooks, Employee Navigator, Empower, Think-cell, Proficient in Excel, MS, and PPT
- **Other Skills:** Onboarding, Recruitment, Administration, Leadership & Navigation, Customer Service, Bilingual: English & Arabic