

# Annie F. Ferreira

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Driven and detail-oriented individual with experience in leadership, talent acquisition and human resources management, with the ability to prioritize and delegate tasks effectively, communicate with all organizational levels and inspire team members to achieve their potential.

## SUMMARY

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Staffing / Workforce Planning	Employee Relations & Policy	Performance Management and Coaching
Talent and Succession Planning	Benefits Enrollment	Project Management
Legal/Compliance Knowledge	Training Management and Implementation	Recruiting and Hiring

## PROFESSIONAL EXPERIENCE

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**Target Corporation. CA**

**June 2011-Present**

### Human Resources Manager

- Proactively evaluate staffing needs for organization and develop plans based on succession plans and turnover trends; lead effective staffing strategy to hire ahead of need
- Work closely to evaluate fellow executives management of their teams; act as a partner to ensure they are managing performance and providing development and performance feedback to their teams as necessary
- Coach fellow executives and team members on concerns including job evaluations, benefits, disability, compensation, employee well-being, and worker's compensation
- Review all corrective action documents and ensure they are accurate, consistent and in adherence to the company's counseling and corrective action policy
- Adhere to the training program to ensure training is current for all employees annually, including ADA, Labor Relations and Harassment Free Workplace training
- Lead the store's annual review process, which entails approving all employee review scores and ensuring raises are within total allocated budget set by the corporate headquarters
- Conduct new hire orientation for all incoming employees which involves reviewing company policies and setting expectations
- Forecast and monitor payroll for 300 employees on weekly basis to adhere to corporate financial guidelines
- Produce effective schedule to ensure company best practices are met and processes are fully implemented with maximum efficiency
- Named District Human Resources Trainer to train and mentor new in role Executives
- Named District Community Captain – maintain partnerships with local non-profit organizations and oversee community relations for 12 stores to provide volunteer opportunities for employees

### Sr. Recruiter – Talent Acquisition

- Responsible for staffing full-time Executive Team Leaders (Assistant Store Managers) in 59 Target Stores in the Long Beach, Orange County and San Diego markets, placing over 100 leaders into Full Time or Leadership Intern roles in a 12-month time frame
- Create and maintain partnerships of multiple university partners on over 9 campuses across Orange County and San Diego to develop the Target brand and reputation among student body
- Organize and direct recruiting team of over 100 individuals to represent Target on campus during recruitment events; recruiting team participants include District Team Leaders, HR Business Partners, Stores Executive Team Leaders, and Store Team Leaders
- Plan and execute Target's 10-week Summer Executive Internship program for university sophomores and juniors
- Named Trainer and mentor for new-in-role recruiters
- Collaborate with regional Human Resources Managers and client groups to develop accurate staffing forecasts

### Sales Floor Manager

- Managed a team of 30 employees at a \$60 million store
- Addressed and resolved customer issues and complaints and escalate as needed
- Effectively lead team to plan and execute merchandise workload on time and per company guidelines
- Analyzed departmental and store maturities and identified trends to determine appropriate strategies to capture additional sales
- Trained staff by setting goals and motivating results driven performance
- Provided meaningful and concrete feedback to develop talent for promotion
- Named District Resource of Apparel & Accessories for 12 stores - Developed strategies to improve gross margin and overall bottom line

## EDUCATION

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**University of San Diego**

Bachelor of Business Administration in Marketing

**May 2011**