

# Ariane Zamudio M.S.

## Summary

Human Resources Leader who translates organizational vision into Human Resources initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports organizational administrators with a unique perspective and appreciation for every contributing individual within the organization. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

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## Education

### **Western Governors University, Millcreek, Utah**

Masters of Science, Management and Leadership, November 2022

### **National University, San Diego, California**

Bachelors of Art in Management with an emphasis in Human Resource Management, September 2015

### **San Joaquin Valley College, Visalia, California**

Associates of Science in Business Administration, April 2008

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## Key Skills

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| Leadership Skills: | <ul style="list-style-type: none"><li>• Communication</li><li>• Leadership</li><li>• Problem-solving</li></ul>          | <ul style="list-style-type: none"><li>• Forward Thinking</li><li>• Training</li><li>• Event planning</li></ul>            |
| Technical Skills:  | <ul style="list-style-type: none"><li>• MS Office Suite</li><li>• HRIS</li><li>• Attendance Management System</li></ul> | <ul style="list-style-type: none"><li>• Recruitment Applications</li><li>• G Suite</li><li>• Automation Systems</li></ul> |
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## Experience

### **Salinas Union High School District, Salinas, CA**

### **Director of Human Resources**

February 2022 - Present

Manage all operations within the District's Human Resources Department, overseeing tasks such as coordinating, implementing, and supervising activities concerning classified employees. This encompasses responsibilities such as recruitment initiatives, managing employee relations and negotiations, addressing disciplinary matters, and fostering employee engagement. Assume the responsibilities of the Assistant Superintendent in their absence. Additionally, play a key role in developing, interpreting, and enforcing regulations aligned with Board of Trustees' policies to improve efficiency and advance educational initiatives.

### **Aromas-San Juan Unified School District, San Juan Bautista, CA**

### **Human Resources Coordinator**

October 2019 - February 2022

Directed, planned, coordinated, and monitored all the day to day personnel functions in the Human Resources department; maintained personnel processing functions and activities including recruitment, onboarding, benefit administration, leave of absence, workers compensation, employee engagement, evaluations, training and development, employee relations and negotiations, investigations, discipline, layoff and terminations for classified and certificated staff. Acted as the point of contact in the absences of the Superintendent.

### **Monterey County Office of Education, Salinas CA**

### **Human Resource Manager**

October 2017 - October 2019

Responsible for overseeing, organizing, and directing the activities and operations of the Human Resources Department. Supported management by providing technical assistance to organizational leaders and administrators concerning human resources programs, functions, policies, procedures, etc., coordinating programs and performing assigned duties related to certificated and classified recruitment, employment, benefits, leaves, insurances, and records maintenance, supervising, leading, training and evaluating the performance of assigned personnel.