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## Emily Nunez, PHR

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Senior Human Resources professional with expertise in the planning, developing and directing of HR department from the bottom up with a strong focus and background in employment law.

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### Experience

*May 2022 – Present* | **Human Resources Manager**/The Association of Certified Fraud Examiners

Manages the functional area of Benefits to include: administration, plan design, implementation, broker relationship, and compliance for all health and welfare benefits. Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance. Prepares and files annual governmental reports, such as the company's Affirmative Action Plan, EEO-1 and VETS-4212 reports. Advises employees regarding policies, procedures and programs. Advises Management on employee issues, including benefits, disciplinary, and leave matters. Designs, plans and administers performance management process to ensure effectiveness, compliance, and equity within the organization. Manages compensation across organization, performs compensation analysis, conducts annual salary review and presents to C-suite executives.

*February 2019 – May 2022* | **Human Resources Specialist**/The Association of Certified Fraud Examiners

Creation and management of all administration of processes related to HR functions, including employment, benefits, time and attendance, training & development, compliance, HRIS, recruitment and full-employment cycle. Provide direction to managers and employees on implementation of HR plans, programs, and policies.

*March 2018 – February 2019* | **Human Resources Coordinator**/The Association of Certified Fraud Examiners

Assistance and coordination of all health benefits, employee incentive programs, time and attendance, HR communication across the organization, updating records in HRIS and personnel files, new hire process including ad creation/placement, reference/background checks, employment verification and onboarding process.

*January 2017- March 2018* | **Partnership Liaison/Executive Assistant to the Chairman**/The Association of Certified Fraud Examiners

Key support role for the administration and prospecting for the Corporate Alliance program, the Law Enforcement and Government Alliance program and ongoing international growth efforts of the ACFE. Continued administrative and personal support for the Chairman.

*July 2014-August 2016* | **Receptionist/Executive Assistant to the Chairman**/ The Association of Certified Fraud Examiners

Performed a broad variety of administrative functions for the needs of the organization and direct support for the Chairman. Assignments involved work of highly confidential or complex nature, necessitating exposure to sensitive information and contacts requiring considerable discretion, judgement and diplomacy.

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### Education

Professional in Human Resources (PHR) - **HRCI** – 2021

Associate Professional in Human Resources (aPHR)- **HRCI** - 2020

Diversity, Inclusion, and Belonging for All Certificate Series – 2020

Western Governors University - Psychology

2013-2016 | Austin, TX remote

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### Skills

Strategic Goal Alignment • Policy and Procedure Creation • Organizational Culture • Recruitment • Employment Law • Diversity and Inclusion • Change Management • Data analytics • HRIS Implementation • Compensation Management • Benefit Plan Design

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