

MARTIN “MARTY” VELAZQUEZ

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RESUME

Experienced Human Resource professional with 42 years of experience; 26 years of experience in Employee Relations, with 16 years in management. Primary responsibilities include supporting managers and non-managers regarding policy and procedure interpretation, performance management, conflict, and allegations of discrimination. Ensuring that cases meet expectations relative to timeliness, and policy and procedures, requiring strong interpersonal and communication skills, interacting with all levels of the organization. Key partnerships include Legal and other areas in HR (HR Business Partners, payroll, benefits, etc.), including HR Leadership.

Wells Fargo Bank

4/1981 – 12/2023

2017 – 2023

Employee Relations Manager –

- Managed a staff of ER Consultants supporting all domestic lines of business.
- Ensured continued team development, regarding Consultation Skills, Conflict Resolution, Investigation, Problem-Solving, and Risk Management.
- Ensure case compliance with company policies and practices, employment law, and meeting key objectives.
- Strategic Partner with Leadership and HR, identifying opportunities to mitigate risk and support Timely Performance Management.
- Provide strategic insight to ER leadership impacting our ER Model i.e. identifying business process gaps, including recommendations leading to reduced risk and more consistency in performance and conduct management.
- Provided support and recommendations for ER case reporting, data retention, and data analysis
- Partnered with HR, Legal, Risk Management, and Compliance as needed.

2016 – 2017

Employee Relations Manager – Managed a staff of 13 ER Consultants supporting 2 regions within the domestic footprint.

2010 – 4/2016

Employee Relations SR Manager – Managed the Eastern Regional Bank HR Advisor (ER) teams of 3 managers and 34 Employee Relations Consultants.

2009 - 2010

Employee Relations Manager – Managed a staff of 6 HR Advisor professionals supporting the Community Bank in two company regions.

2007 - 2009

HR Advisor Team Leader – Manage a staff of 8 HR professionals servicing the NE Region.

2000 - 2007

Senior Employee Relations Consultant – Consult with managers, guiding them on performance, attendance, and conduct concerns. Assisted employees with solutions to workplace concerns including investigations into policy and performance violations, employment allegations, and appeals. Trained leaders on key employment law-related issues and activities.

1997 - 2000

Employee Relations Consultant – Consult with HR and members of management around policy interpretation ensuring consistency and fair treatment for all employees. Investigations into policy and performance violations as well as employment risk and appeals. Trained leaders on key employment law-related issues and related activities.

1996 - 1997

Change Management Consultant – Worked with leadership to identify issues and appropriate solutions related to change, quality service, performance, cultural awareness, and diversity. Supported senior leadership with Team Building development, strategic planning, and diversity.

1991 - 1996

Affirmative Action/EEO Officer - Ensure compliance with federal, state, and local agencies related to AA/EEO regulations

1987 - 1991

Human Resource Officer - Responsible for the employment function in the Lehigh Valley Region.

1981 - 1987

Employment Interviewer - Responsible for recruiting, interviewing, and hiring.

Skills

- Expertise in allegation management and investigations
- Policy and procedure development and rollout
- Strong interpersonal and communication skills, interacting with all levels
- Data management and use of analytics to define trends and compliance with case management
- Experience with Microsoft Professional