Maria Lopez

HR Coordinator

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Retail store manager moving into human resources, with 9 years of hiring, training and supporting teams.

TRANSFERABLE SKILLS

- Hired and onboarded 60+ team members
- Handled team concerns fairly and in confidence
- Kept accurate training and attendance records
- Trained new staff on policies and safety
- Planned staff rotas for a team of 25
- Ran monthly team meetings

Relevant projects

- Wrote a new-starter checklist now used in 8 stores
- Cut staff turnover in my store from 48% to 30% in two years
- Led a wellbeing week for staff across the region

Experience

Store Manager

2019 – Present

Sunvale Home Goods · Phoenix, AZ

- Lead a team of 25 and a store with $4M yearly sales
- Run all hiring, onboarding and reviews

Assistant Store Manager

2016 – 2019

Sunvale Home Goods · Tempe, AZ

- Trained new cashiers and floor staff

Education

Certificate, Human Resources Management
Desert Ridge Community College · 2025

B.A. Business Administration
Grand Canyon Valley University · 2016

Tools

Recruiting · Onboarding · Employee relations · HR records · Microsoft Excel · Bilingual: English and Spanish