

## Name

12413 Kennelly Road  
Rochester, NY 14424

(585) XXX-XXXX  
Email

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## Summary

Results-oriented Human Resources generalist with concentrated emphasis on staffing and recruitment operations. Proven leadership in managing people and projects, including systems implementation. Resourceful and detail-oriented; skilled problem-solver with ability to prioritize tasks.

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## Education

### **Master of Science in Organizational Learning and Human Resource Development**

St. John Fisher College, Rochester, NY May 2010  
Ralph C. Wilson School of Education, NCATE accredited

### **Bachelor of Arts in Journalism and Mass Communication**

St. Bonaventure University, St. Bonaventure, NY May 1992

## Professional Experience

### **Blue Tie, Inc**

Rochester, NY

1/2005-Present

#### **Manager-Human Resources**

- Implement and manage a full range of Human Resources functions including hiring, payroll and benefits administration
- Analysis of compensation data and benefit programs to ensure compensation package is competitive and appropriate
- Implement new performance process that link performance to compensation and provide well-rounded feedback to employees
- Manage all aspects of bi-weekly payroll processing including payroll issues and problems
- Conduct benefit enrollment meetings for various healthcare plans, 401K and Employee Stock Purchase Program
- Partner with hiring managers to determine position needs, requirements and evaluation criteria and make recommendations on best candidates as well as interview and present candidates to hiring managers based on set criteria
- Develop and administer recruitment strategies and plans
- Maintain a standardized recruitment process including advertising, internal posting process, job fair participation, referral programs and internship programs
- Coordinate professional development opportunities for employees and mentor programs for new and existing employees
- Maintain current awareness of compliance requirements and legal developments related to human resources

### **Bausch & Lomb**

Rochester, NY

7/2001-12/2004

#### **Senior Recruiter**

- Managed recruiting and orienting; was able to reduce company turn-over from 68% to 14% by improving staff orientation and training, professional development and mid-level management coaching
- Established training programs for staff in regards to all aspects of workplace and professional development
- Assisted hiring managers with the development of well-defined job descriptions as well as ensuring compliance with legal requirements

F. Name

**Bausch & Lomb. cont.**

- Tracked and documented appropriate data in applicant tracking system, created and ran reports as requested by Senior Management
- Ascertained and retained a working relationship with recruiting firms, temporary placement agencies, local colleges and universities
- Negotiated and maintained contracts with all third party vendors including drug testing and pre-employment verifications, relocation services
- Facilitated a monthly Round Table to identify and resolve department problems

**University of Rochester**

10/1997-7/2001

Rochester, NY

**Human Resources Representative-Benefits**

- Communicated and interpreted University Benefit Plans, including policies, procedures and services to the University community
- Presented Benefits Orientation portion of weekly new-hire orientation program from non-exempt staff
- Assessed needs of Health Care area and developed objectives; recommended policies, operating procedures and office procedures
- Recommended and implemented programs to enhance services of the Health care area
- Evaluated and recommend changes to administrative procedures, including data collection and follow-up monitoring and reporting mechanisms
- Established health, dental and vision premium rates in consultation with the contracted Third party Administrator
- Forecasted anticipated claims 20 months in advance
- Assured compliance with Federal and State laws relevant to health insurance, including COBRA, FMLA, OFLA and retirement
- Developed and maintained website for the University of Rochester Benefits Plans
- Prepared monthly, quarterly and annual federal and state tax reports

**Human Resources Representative-Payroll**

7/1992-10/1997

- Coordinated the distribution of paychecks, direct deposits and paycard information
- Reviewed error reports and weekly payroll submissions, updating/correcting as necessary
- Ensured payrolls are processed accurately and efficiently as required by university guidelines and Federal and State regulatory requirements
- Tracked garnishments and other court ordered deductions
- Balanced, processed and distributed employees W-2 forms
- Created various payroll reports for management on a regular basis
- Investigated questionable data and took corrective action when necessary
- Assisted employees in resolving their payroll questions or problems

**Certification**

American Payroll Association Certified Payroll Professional (CPP) certification

**Professional Associations**

Genesee Valley Chapter of the Society for Human Resource Management

American Society for Training and Development – Genesee Chapter

National Human Resource Association – Rochester Affiliate

**Computer**

Proficient in Microsoft Word, Excel and Outlook and knowledge of Peoplesoft and Kronos