

EXECUTIVE SUMMARY

Proven **strategic thinker** with excellent **analytical** and **problem-solving** skills. Flexible and focused with expertise in **recruitment and retention, executive coaching and consultation, risk management, mediation, staff training and development complex problem resolution**. Skilled in developing and implementing HR strategies and initiatives aligned with overall business strategy.

SKILLS

- Executive Coaching
  - Strategic Thinking & Analysis
  - Training & Development
  - Employee Engagement
  - Workforce Planning & Development
- Compensation
  - Compliance
  - Recruitment and Hiring
  - Conflict resolution & Mediation

EXPERIENCE

**Director of Human Resources**, 11/2019 - Current

**Gw Medical Faculty Associates** – Reston, VA

- Liaised with HR management to devise and update policies based on changing industry and social trends.
- Monitored organizational compliance with federal, state and local policies and regulations.
- Maintained knowledge of regulatory changes, new trends and employment laws.
- Supervised employee hiring, selection and disciplining procedures.
- Prepared and administered annual department budget.
- Identified staffing and recruiting needs while applying best practices for talent management.
- Oversaw issuance of compensation, benefits and leave.
- Handled employee conflicts efficiently while following all company procedures.
- Worked with department managers to assess needs.
- Conducted exit interviews and recorded employee feedback for use in retention strategy development.
- Assured benefits program was administered properly sustain compliance with employee insurance guidelines.
- Developed hiring and recruitment policies to drive transparent and fair hiring process for selecting candidates on basis of merit and relevance with job.
- Complied with local, state and federal laws and established organizational standards.

**Sr Human Resources Manager** , 07/2017 - 11/2019

**Aramark Corporation** – Libertyville, IL

- Worked with department managers to establish performance evaluation and improvement processes.
- Developed plans to increase morale and engagement in order to improve job satisfaction and reduce turnover.
- Identified training needs and oversaw specialty workshops.
- Developed hiring and recruitment policies to drive transparent and fair hiring process for selecting candidates on basis of merit and relevance with job.
- Supported top talent identification processes by interviewing candidates and executing onboarding, orientation and benefits processes.
- Held exit interviews and documented information discussed with employees.
- Created and implemented exit and interview program process.
- Worked with Talent Acquisition Specialists to establish consistent hiring practices.

**Director of Human Resources** , 11/2015 - 07/2017

**Gw Medical Faculty Associates** – Germantown, MD

- Evaluated and updated compensation strategies to offer competitive employment packages and attract top-notch talent.
- Facilitated creation of delivery and learning experiences by reviewing business strategies and new learning technologies.
- Identified staffing and recruiting needs while applying best practices for talent management.
- Prepared and administered annual department budget.
- Monitored organizational compliance with federal, state and local policies and regulations.
- Oversaw strategic business decision-making to develop, enhance and enforce business mission.
- Provided organizational leadership and collaborated with executive partners to establish long-term goals, strategies and company policies.
- Developed and maintained strong business relationships between departments.
- Created program to promote new managers from within, leading to cohesive leadership structure.

**Director of Human Resources** , 04/2009 - 11/2015

**Highgate Hotels** – Twentynine Palms, CA

- Conducted training for managers and supervisors in conflict resolution and employee management skills.
- Monitored organizational compliance with federal, state and local policies and regulations.
- Identified staffing and recruiting needs while applying best practices for talent management.
- Oversaw issuance of compensation, benefits and leave.
- Supervised employee hiring, selection and disciplining procedures.
- Facilitated professional development and certification activities for staff.
- Prepared and administered annual department budget.
- Handled employee conflicts efficiently while following all company procedures.
- Conducted exit interviews and recorded employee feedback for use in retention strategy development.
- Assured benefits program was administered properly sustain compliance with employee insurance guidelines.
- Developed hiring and recruitment policies to drive transparent and fair hiring process for selecting candidates on basis of merit and relevance with job.
- Developed user-friendly employee handbook for easier updating and maintenance.
- Administered workers' compensation program covering injured employees.
- Devised training programs for new and existing employees.
- Created succession plans and promotion paths for staff to boost passion for reaching goals and objectives of organization.
- Created compensation and benefits structures to align with market conditions and budget demands.
- Tracked programs closely to assess usefulness and make proactive changes to meet changing demands.

EDUCATION AND TRAINING

**Master of Science:** Organizational Management And Leadership

**Springfield College** - Springfield, Mass

**Bachelor of Arts:** Sociology

**Temple University** - Philadelphia, PA

PROFESSIONAL AFFILIATIONS

Executive Director/Founder, Wynnefield Prep Academy 2020-present

Present SHRM Member

Board Member, Philadelphia Youth Basketball (PYB) 2015- 2019