

Anthony M. Vigliotta

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San Francisco, CA 94117
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Objective:

Seeking a team of energetic professionals to help me continue my human resources career within an innovative environment.

Experience

Zynga, Inc., San Francisco, CA

Human Resources

02/11 to Present

- Managed audit preparation and compensation review projects in anticipation of the IPO
- Managed company-wide two week Open Enrollment program, including redesigning, editing, and auditing the 2012 Employee Benefits Packet, and overseeing multiple fairs, information sessions, and a comprehensive communication program
- Manage company-wide temporary workforce program, including all contractor and vendor requests, on-boarding, off-boarding, and temporary worker-relation issues for approximately 300 individuals annually
- Current duties include on-boarding employees, managing leave of absence process, and other general human resources-related responsibilities

Tissla, San Francisco, CA

Director, Program Management

04/10 to 01/11

Marketing Contractor

03/10 to 04/10

- Helped develop marketing plans for “Comcast: University of More” Campaign, and “Magic the Gathering” Campaign
- Converted a national storage system into a central storage system, saving the company over \$100k annually
- Created and implemented an Accounts Payable system
- Managed vendor relationships

adidas, Portland, OR

Intern, Human Resources, Retail

09/09 to 12/09

- Edited, updated, and audited the Retail Human Resources intranet and the Retail Employee Handbook, and assisted HR generalists
- Attended and observed national retail meetings, HR meetings, viral video shoots and community partnership programs

Boston College, Chestnut Hill, MA

Special Gifts Officer, Assistant Director, Boston College Fund

12/07 to 05/09

Assistant Director, Mid Atlantic & Southeast Regions, Boston College Fund

10/06 to 12/07

- Managed the Mid Atlantic and Southeast regions, and the Washington, D.C. Regional Council
- Increased alumni participation and solicited gifts at \$10k, \$25k, and \$50k levels
- Collaborated to plan regional events
- Presented “The Art of Listening” at National and Regional Conferences

Santa Clara University, Santa Clara, CA

Assistant Director, New Student Admissions and Financial Aid

11/03 to 06/06

- Managed a territory, recruited students, reviewed applications, and packaged financial aid
- Planned events including Open House and College Counselor Institute
- Developed written, audio, and visual media
- Headed the architectural redesign team for an administrative building, Varsi Hall

Anthony M. Vigliotta

Education:

Boston College, Chestnut Hill, MA

May 2010

Carroll School of Management

Masters in Business Administration

Santa Clara University, Santa Clara, CA

June 2006

Counseling Psychology

Masters of Counseling

The University of Scranton, Scranton, PA

May 2003

Panuska College of Professional Studies

Bachelor of Sciences

Major: Education

Minor: History

Concentration: Women's Studies

Extracurricular: Senior Class President

Presentation Experience:

BC Annual Fund Learning & Development Program, Presenter – *"The Art of Listening"*

December 2008

AFP Northern New England Chapter, Presenter – *"The Art of Listening"*

November 2008

CASE District I Conference, Presenter – *"The Art of Listening"*

February 2008

Jesuit Advancement Administrators (JAA), Presenter – *"The Art of Listening"*

Summer 2007

Technology:

Proficiency

- Microsoft Office Programs: Word, Excel, Publisher, Outlook, PowerPoint
- Apple Programs: iMovie, iDVD, iWeb, Keynote, Pages
- People Soft
- Oracle
- Common Spot
- Millennium

Other:

Walt Disney Family Museum, San Francisco, CA

Volunteer

01/11 to Present

References Available Upon Request