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Summary

I am extremely efficient in running an HR department of one, or supervising a department with several employees. I have obtained expert level in all areas of Human Resources including, but not limited to:

- ✓ Benefit selection and administration
- ✓ Payroll management on various platforms
- ✓ Creation of employee handbooks, training manuals and corporate policies and procedures
- ✓ Problem recognition and conflict resolution
- ✓ Maintenance of morale throughout an organization including employee engagement
- ✓ Public and motivational speaker
- ✓ Diversity and Inclusion initiatives
- ✓ Vendor management and contract negotiations
- ✓ Corporate events and outings

Employment History

Director of Human Resources

07/17 – Current Sachs Sax Caplan, PL

Outside of day-to-day responsibilities, I successfully created and implemented the following:

- ✓ Florida Drug-Free Workplace policy
- ✓ Diversity and Inclusion policies and trainings
- ✓ Anti-Harassment training and policy
- ✓ Time off policy and tracking procedure
- ✓ Referral program for vacant positions
- ✓ 90 day and annual formal review and evaluation process
- ✓ Internal Mentorship program
- ✓ Employee Assistance Program
- ✓ Structured bonus program

The result of these initiatives sharply increased employee engagement resulting in a huge increase in employee morale along with a:

- ✓ 6% increase in billable time
- ✓ 3% decrease in absenteeism
- ✓ 40% lower turnover rate

Director of Human Resources

12/15 – 07/17 Luks, Santaniello, Petrillo & Jones

Outside of managing the Human Resources Department for 8 Florida offices, I accomplished the following:

- ✓ Creation and maintenance of an internship program to place and develop qualified candidates
- ✓ Employee records and reviews review process

- ✓ 401K program with company match
- ✓ PTO approval and allocation policy and procedure
- ✓ Electronic onboarding and training platforms for new hires
- ✓ Diversity initiatives to include the hiring of all minority groups to better serve our diverse client base resulting in a 25% increase in caseload

Director of Human Resources

07/13 -12/15 Berges Law Group/Paralegal Support Group

Created the Human Resources Department for a company that grew from 22 to 385 active full-time employees and implemented the following:

- ✓ Creation, evaluation and adjustment of job descriptions and workflows to streamline processes
- ✓ Created employee handbooks which defined all corporate policies and procedures.
- ✓ Instituted Group Health and Supplemental Insurance, 401K plan, and company-wide PTO policy
- ✓ Started and managed a Corporate Wellness Program.
- ✓ Initiated an "Employee of the Month" program
- ✓ Designed and implemented the "Employee Safety Program"
- ✓ Created online surveys for employees and clients to determine the overall satisfaction rate
- ✓ Implemented the ongoing development and enforcement of corporate policy and procedures
- ✓ Initiated and maintained a strong corporate culture through employee engagement
- ✓ Oversaw and evaluated hiring practices and implementation of employee incentives
- ✓ Designed and implemented a recruiting and pre-screening process

Human Resources/Project Manager

03/08 – 07/13 Vibe Media, Inc.

Budget management and Human Resources for company and all developing and in progress projects:

- ✓ Project procurement for events in 36 states
- ✓ Created payroll procedures for all events
- ✓ Oversaw and streamlined workflows and procedures for AR / AP and collections
- ✓ Created an internship program
- ✓ Implemented communications management policies and procedures
- ✓ Created Social Media Marketing, writing and blogging about events
- ✓ Managed rental properties owned by the company including advertising, showing, leasing, background and credit checks, monthly rent collections and deposits, payment records, security deposit management, repairs and maintenance, and evictions.

Education

Florida International University – Bachelors of Arts and Science – Completed May 2007 – 3.57 GPA

2006 recipient of Academic Achievement Award – College of Arts and Science

Notables:

- ✓ **Certified & practicing Fitness Instructor**
- ✓ **Member – Board of Directors, SunServe**
- ✓ **Notary Public**
- ✓ **Former Chair**
 - Michigan Festivals and Events Assoc.
 - Greater Lansing Regional Chamber of Commerce
 - Greater Lansing Home Builder's Association and Remodelor's Council