Sally Bartas  
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Simsbury, CT 06070  
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vastmktg@live.com

**SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

An experienced manager with over five years of administration, recruiting, Human Resources, sales and marketing experience. It is my desire to obtain a position where I can utilize my education, ambition and work experience to grow as a professional. I am an enthusiastic, goal-orientated individual who enjoys working with a diverse group of professionals.

**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appreciation Events** Jan 2011 - Present

Corporate Event Coordinator

Hartford, CT

Responsibilities included

* Responsible for organizing and promoting events for over 80 companies
* Daily Administrative tasks such as, excel sheets, inputting any financials from events
* Administer great customer service with clients over the phone and face to face
* Light sales and marketing

**CT Entertainment Group**

Sports and Entertainment Marketing Firm

Director of Operations April 2006 – Jan 2011

Hartford, CT

Responsibilities included:

* The staffing, training and supervision of an efficient and knowledgeable sales staff, emphasizing customer relations and service. Managed all Human Resource issues.
* Daily administrative tasks and accounting to keep business current with finances, local licensing, federal and state laws.
* The execution of smart buying practices by analyzing data to maximize profits and maintain sufficient inventories. Managed clients and trained Sales force.
* Daily interaction with consumers, assisting them with selections, educating and sharing expertise of product lines and exceptional values.
* Regularly attended seminars and social events on new and existing products to maintain and improve knowledge base of merchandise.
* Managed and organized holiday functions and incentives for the Northeast

**Jemstone Associates** March 2006 - April 2006  -Various temping assignments, New York, NY 10168  
Key Assignments:

**McCann Erickson**: Account data entry into Oracle financial database,  
copying, filing; attend training conference call for Oracle Database.  
  
**Trizec Properties**: Answer switchboard, direct all calls, collect all DHL  
packages for delivery, and send out daily packages to Chicago. Welcome all  
visitors and inform appropriate executive.

**Crowne Plaza** February 2003 – February 2006 **Human Resource Coordinator Cromwell, CT 06416**

* Maintained positive employee relations
* Assisted in managing the HR functions of over 150 employees
* Assisted in creating employee incentive programs to increase employee morale
* Developed HR Assistant procedural Manual
* Designed and conducted numerous new hire orientations
* Assisted with all workers compensation claims
* Maintained OSHA 300 Recording log
* Executed payroll changes
* Administered the EEOC application log
* Updated internal job postings
* Maintained and updated all personnel files
* Handled all clerical tasks
* Scheduled conference rooms for weekly training

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2005 B.A., Communications/ PR & Promotions- concentration marketing  
CCSU New Britain, CT

2000 Graduate

Simsbury High School

Simsbury, CT

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Highly organized with the ability to multi task
* Knowledgeable with Microsoft Outlook
* Knowledgeable on Microsoft Word, Excel, PowerPoint
* Proficient with PeopleSoft/ Timesaver
* Self motivated with positive attitude

\*References available upon request