Summary

Human Resource Manager with more than 8 years experience. Led team of 250 team members. Served as a District-wide resource for up to eleven Human Resource executives in two states. Proven operations manager in both food service and retail environments. Successfully managed Human Resource functions simultaneously in two stores for many months. Led the Group of 60+ stores in Compliance Culture and Development.

Core Competencies

|  |  |  |
| --- | --- | --- |
| * Project Management * Leadership Development * Written Correspondence * Scheduling | * Computer Savvy * Customer Service * Staffing * Interpersonal Relations | * Regulatory Compliance * Performance Management * Report Preparation * Professional Presentations |

Professional Experience

## Human Resource Management

* Coordinated training for leadership on ADA, EEO, Compliance, Performance Management, Diversity
* Evaluated and assessed performance levels for Human Resource Executives in MA and CT.
* Recommended improvements regarding technical proficiency and employee relations to multiple locations.
* Designed and implemented multi-state reporting tools.
* Conducted training for PeopleSoft computer system - integrating HR reporting, Hiring systems, forecasting and scheduling
* Reviewed and audited performance evaluations, counseled leaders regarding content and monitored administration..

## Operations Management

* Led a daily team of 100+, driving profitable sales vs. company goals and district standards
* Oversaw operations of 13 Magic Kingdom Foods restaurants.
* Created a leadership team that was approachable and considerate.
* Identified and mentored leaders to prepare them for promotion.
* Developed and implemented strategic plan for fourth quarter execution.

## Detail Mastery and Organization

* Supervised a weekly schedule for 200+ team members in more than 10 departments
* Audited performance evaluations for 200+ team members
* Prepared weekly reports regarding payroll and sales for multi-million dollar retail store..

**Employment History**

Target Corporation Human Resource Executive / Market Expert 2003-2011  
Bennigan’s Grill and TaverN General Manager 2001-2003 Walt Disney World Restaurant Guest Service Manager 1998-2001

**Education**

University of Connecticut Bachelor of fine arts