**SCOTT A. SEGRELL**

**(914) 213-8061** 2 Canterbury Green Apt. 2612 Stamford, CT 06901 [**scottmet99@optonline.net**](mailto:scottmet99@optonline.net)

[**http://www.linkedin.com/in/scottsegrell**](http://www.linkedin.com/in/scottsegrell)

**PROFESSIONAL SUMMARY**: I am seeking a position in Human Resources. I possess firsthand administrative experience as well as sourcing and onboarding creative professionals and would like to utilize that experience to grow business within a corporate environment.

### EDUCATION

**Master Certificate in** **Human Resource Management** (SHRM approved), Villanova University 4.0 GPA, 2011

1. Human Resource Management
2. Strategic Organizational Leadership
3. Mastering HR Organizational Effectiveness
4. Anticipated enrollment in **Master Certificate Six Sigma** program Spring 2012
5. Upon meeting qualifications will sit for **PHR certification**

**B.A. in Communications**, SUNY New Paltz; Minor in Psychology

**MEMBERSHIPS**

1. National member of Society For Human Resource Management (SHRM)
2. Southern Connecticut and Westchester Human Resource Management Association member of SHRM

**WORK EXPERIENCE**

**BRADEN CLARY GRAPHIC DESIGN**Stamford, CT April 2010-Present

**Client Services Consultant (Freelance)**

* Presented and explained 12 PowerPoint projects to clients
* Data entry of client information using MS Word and Outlook

**ASCENT MEDIA NETWORK SERVICES**Stamford, CT December 2002-January 2010

**Senior Network ServicesCoordinator**

* Supervised and trained over 30 scheduling and production coordinators
* Interviewed and hired 15 network scheduling coordinators
* Interacted with HR regarding benefit questions for staff
* Created over 25 standard operating procedures using MS Excel
* Promoted to Senior coordinator in March 2004
* Data entry of all daily operation reports via MS Word

**A&E TELEVISION NETWORKS**Stamford, CT July 2002-December 2002

**Librarian (Freelance)**

1. Coordinated all program materials among three facilities
2. Served as a liaison between producers and editors

**ASCENT MEDIA NETWORK SERVICES**Stamford, CT March 1998-June 2001

**Library Services Coordinator**

1. Organized and pulled shows for weekly broadcast schedules
2. Billed clients for services