**Luiza Mkhitaryan**

North Arlington, NJ

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**EXPERIENCE**

**CKA MANAGEMENT LLC, Hasbrouck Heights, NJ May 2016 – March 2018**

*Human Resources Generalist*

* Administered various human resource plans and procedures for this Franchise Company; assisted in the development and implementation of personnel policies and procedures; prepared and handed employee handbooks.
* Distributed benefits information, enrollment forms policies, and procedure manuals to employees.
* Maintained all functions in ADP Workforce and ADP I-9 processing, WOTC-8850 form processing.
* Directed recruitment efforts for exempt and nonexempt personnel, students and temporary employees; conducted new-employee orientations.
* Handled employee relations counseling including productivity and discipline.
* Participated in administrative staff meetings and seminars.
* Managed compliance with federal and state regulations concerning employment.

**COMPUTING CONCEPTS, East Rutherford, NJ September 2014 - May 2016**

*Recruiter**(IT and Operations)*

* Recruited highly qualified candidates of all career levels, for Fortune 500 financial industry clients.
* Determined applicant qualifications by interviewing applicants, analyzed responses, verified references,
* Interviewed applicants on consistent set of qualifications; effectively prepare them for client interviews.

**DRAKE COLLEGE OF BUSINESS, Elizabeth, NJ**  **January 2013 - December 2013**

*Recruiter/Job Placement Coordinator*

* Provided students with guidance and information regarding to career research.
* Coordinated career counseling services, skills training presentations, assisted students in assessing their job skills.
* Determined applicant requirements by studying job descriptions and qualifications; sourced through a variety of methods.

**BNY MELLON**, **West Paterson, NJ October 2012 - December 2012**

*Human Resources/Recruiting Assistant - (Temporary assignment)*

**VIVARO/STI, New York, NY July 2011 - October 2012**

*Executive Assistant**-**(Temporary Assignment)*

* Provided general administrative support to CEO, prepared correspondence and supported other members of the upper management team; arranged meetings and composed regular correspondence.
* Scheduled travel arrangements, hotel and car reservations.
* Prepared PowerPoint presentations for meetings.
* Answered all incoming calls, routed each one to the correct staff member and recorded detailed messages.

**Part Time Work Experience**

**GENEVA WORLDWIDE / INTERNATIONAL LANGUAGE SERVICES**, **New York, NY**

*Translator/Interpreter-Freelance - t*ranslated documents written in Russian, Armenian, or English

**Marilyn Kern Design Studio, New York, NY May 2006 - May 2009**

*Executive Assistant*

* Coordinated travel arrangements, hotel, car services and sales, searched for potential buyers.
* Reached the customers over the phone, communicated customer requests to supervisor.
* Managed Outlook Calendar and scheduled meetings
* Handled reception duties, managed phone calls, voice mails and scheduled appointments.
* Coordinated mail and E-mail correspondence between clients and employees.

**EDUCATION**

**Rutgers University, Piscataway, NJ** *Human Resource Management Certificate*

**State University, Yerevan, Armenia** *Bachelor/Master of Arts*