

**Objective** Obtain a Firm Administrator or Senior level HR position where I can use my overall knowledge, experience and skills to bring positive growth to the organization.

**Education** State University of New York - College at Oneonta, Oneonta, NY  
**BS IN SOCIOLOGY & MS IN COUNSELING**

**Certification** **SPHR – Senior Professional In Human Resources certification 12/2000 to Present**

**Human Resources Experience**

***Securitas Security Services USA, Inc. (Formerly Pinkerton/Burns)***

Westboro, MA/Providence, RI AREA HUMAN RESOURCE MANAGER – 2003

Oversee all aspects of the Human Resource function for two geographical areas of a contract security company. Responsible for 800 – 900 employees. Supervise recruiting, benefits administration, employee relations, performance evaluation, record keeping and report preparation for the regional office as well as interfacing with client representatives. Direct reporting to Area VP as well as Branch Managers.

***EMX CONTROLS, Inc. /FLAGSHIP AUTOMATION, Inc.*** Uxbridge, MA - 2000 -2002

HUMAN RESOURCE MANAGER (Top HR position reporting directly to the President)

**Recruitment** – all aspects of hiring and terminations at all levels of the organization.

**Benefits administration** – day to day administration as well as contract negotiations. Includes medical, dental, life, disability, 401k, paid time off, workers compensation, tuition reimbursement etc.

**Performance Evaluation/Training** – ensure timely and meaningful evaluations for the proper utilization of employee skills; offer assistance to employees on career pathing and available educational assistance. Participate in issues of compensation.

**Counseling/Liaison** – assist employees and supervisors to settle work related issues through advice and recommendations, assure a positive employer/employee relation's position is maintained.

**Compliance/Record Keeping** – maintain all employee records including salary, performance reviews and training. Maintain all DET, COBRA, FMLA, ADA, EEO, FLSA records ect.

***FLETCHER, TILTON & WHIPPLE, P.C.*** (LAW FIRM), Worcester, MA - 1997 to 2000

DIRECTOR OF ADMINISTRATION & HUMAN RESOURCES

***FEELEY & DRISCOLL, P.C.*** (CPA FIRM), Boston, MA - 1984 to 1996

FIRM ADMINISTRATOR (Human Resources / Administration)

(The Director of Human Resources & Administration and the Firm Administrator functions in both types of professional service firms are similar):

**Human Resources Function**

Recruitment and staffing at all levels including management

Employee relations (conflict resolution, counseling, retention and employee development)

Benefit Administration – ongoing issues as well as contract negotiation with vendors

Performance and Compensation Management

Employment Law & Regulations – insure compliance with state and federal regulations

General – develop and maintain personnel/policy manuals, oversee payroll, new hire orientation,

Perform all terminations and exit interviews

### **Business Administration Function**

Involvement in all aspects of the firm annual budgeting process, direct spending of all approved budget items, supervise: MIS, Controller / time and billing function, HR Assistant, Marketing staff and Office Administrative staff and supervise the day-to-day operation of the firm including but not limited to: business owners insurance, vendor negotiations for equipment, liaison with facility management company and supervision of moves and renovations

### **Higher Education Experience**

**Boston University**, Boston, MA

ASSISTANT DIRECTOR OF HOUSING

Develop and implement space allocation policies and procedures for an 8500 bed housing system - administer a database of more than 10,000 space allocation transactions annually, resulting in \$16 million in income - incorporate the use of an on-line system into the room selection process - revise all departmental publications relevant to the room selection process for new and existing students - hire and supervise staff.

**Framingham State College**, Framingham, MA

ASSISTANT TO THE VP OF STUDENT AFFAIRS/RESIDENCE DIRECTOR

Advise campus-wide student judicial board - select, train, supervise and evaluate staff - counsel students in personal, academic and career matters - manage two residence halls.

**National Council of Juvenile & Family Court Judges**, Reno, NV

MANAGER, TRAINING SERVICES

Coordinate all on-site one and two week training sessions in the areas of publicity and logistical arrangements for the national center as well as monitor department budget and accounts payable for the program.

**University of Nevada**, Reno, NV and **Framingham State College**, Framingham, MA

RESIDENCE LIFE POSITIONS (HOUSING SPECIALIST & RESIDENCE HALL DIRECTOR)

Supervise residence hall (420 all female and 560 co-ed) - develop and implement orientation and in-service training - represent department on Personnel Committee for merit pay, promotion and tenure - develop and produce a video presentation on assertiveness training.

### **Computer Skills**

Proficient in: Microsoft-Windows, Word, Excel and Outlook

### **Professional Affiliations**

Society for Human Resource Management (SHRM) – 2000 - Present

HR Collier (Naples) and HRMA (Ft. Myers) 2003 - Present

### **References**

Available upon request