# SUMMARY

Detail and customer-oriented individual with strong communication and time management skills.

# EXPERIENCE

***Fundraising Chair*, Wilton Youth Council February 2015 – July 2021**

* Executed effective campaign designed to reunite high school seniors and their parents while raising funds for High School Senior Post-Graduation Party
* Planned and launched innovative, creative, and effective communication campaigns and events
* Designed, created, and maintained websites for Class Projects 2020 and 2021
* Drafted and managed print, online and social media communications designed to promote inclusiveness
* Created series of videos for graduates and their families

***Special Education Paraprofessional*, Wilton Public Schools October 2011 – October 2019**

***Teacher Assistant*, Children’s Day School of Wilton August 2008 – June 2011**

## *Human Resources Coordinator*, World Duty Free Americas July 1997 – June 2000

* Scheduled and coordinated job interviews
* Screened resumes and applications, tested applicants for job qualifications
* Assisted in the review, update and revision of Policies and Procedure Manual and Employee Handbook
* Heavy phone contact with employees regarding various HR issues, including compensation and benefits

***Human Resources Generalist*, Bronx Lebanon Hospital Center June 1990 – October 1994**

* Scheduled and coordinated job interviews with departments
* Organized and facilitated monthly new employee orientation program
* Processed new hires and coordinated pre-employment physicals
* Conducted audits and reviews to ensure compliance with JCAHO and NYS Department of Health requirements
* Processed Worker’s compensation and short/long term disability claims
* Assisted with health benefit administration for over 4000 union and non-union employees, including all levels of management
* Processed no-fault employer verification forms and unemployment insurance

**Office Associate, Jacobi Hospital August 1987 – June 1990**

* Prepared Payroll/Personnel transactions appointing new employees, promotions, demotions, terminations, and departmental transfers
* Responsible for verification and adjustment of salaries based on experience, longevity, degrees, and professional licenses
* Responsible for the maintenance, update, and distribution of Personnel Recruitment Vacancy Reports
* Conducted audits and reviews to ensure compliance with JCAHO and NYS Department of Health requirements
* Researched and resolved employee problems and made personal changes upon request
* Maintained accurate and up-to-date human resources files, records, and documentation

# EDUCATION

## Monsignor Scanlan High School 1987

# SKILLS

* Microsoft Office