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| **EDUCATION** |

Bachelor's Degree Business 2001 – 2004 University of Central Florida - Orlando, F

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| **EXPERIENCE** |

**Senior Human Resources Manager, Verizon**

Ridgefield, NJ 2017 - Present

* Work with employees at all levels regarding career development.
* Achieved Best Customer Service results 2011-2013 -by senior leadership and vendor for FMLA, STD and LOA engagement and escalation resolution.
* Design and manage organizational development projects for seven functional groups within Collaboration Technology Group.

**Senior Human Resources Generalist, Prudential Financial**

New York, NY 2007 - 2017

* Interpreted human resources policies, practices and procedures for client groups.
* Coached and counseled management on disciplinary and performance issues.
* Key Results: Most called upon employee in the project management department to train other employees.
* Acted as liaison to recruiters, monitored provision of recruiting and staffing services for assigned business units.
* Supplied required documents to FDA during audit Human Resources Coordinator (8/2006 8/2007).

**Recruiter, U.S. Census Bureau**

New York, NY 2006 - 2007

* Give employment testing to potential candidates.
* Manage the recruitment process for various client accounts across multiple cities in the United States.

**Recruiting Assistant, U.S. Census Bureau**

New York, NY 2004 - 2006

* Give employment testing to potential candidates.
* Searched application files for potential candidates.
* Led the creation of recruiting plans for all open positions.
* Work involved testing/training Potential job applicants for various positions with the 2010 Census.

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| **SKILLS** |

* Background Checks
* Healthcare
* Internet
* Logistics
* Business Goals
* Business Units
* HR
* Workforce
* Executive Management
* Performance Management