

Name  
Address  
Phone ♦ Email

**Objective**

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To secure a position as a Human Resources representative

**Education**

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**Master of Science in Human Resource Development** May 2010  
St. John Fisher College, Rochester, NY  
Ralph C. Wilson School of Education, NCATE accredited  
GPA 3.8

**Bachelor of Science in Retail Business Management** May 2007  
Cazenovia College, Cazenovia, NY  
GPA 3.3

**Experience**

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**Global Crossing** September 2007-present  
Rochester, NY  
Employee Relations Generalist

- Work with department managers in the development and routine updating of job descriptions, including functional responsibilities and skills, training and experience requirements
- Act as a consultant to business unit leaders for all aspects of Human Resources matters including counseling, policy and procedure
- Manage annual performance appraisal for 400 employees by coordinating and counseling managers and employees alike through 360° evaluation process, including executive appraisals
- Ensure that relocating employees, from entry level staff to high level executives, could function productively in new positions by assuring that professional needs were met
- Guarantee that employees received their expense reimbursement in an accurate and timely manner through expense tracking and tax assistance

**Reliant Community Federal Credit Union** May 2007-August 2007  
Sodus, NY  
Human Resources Internship

- Developed advertising program and conducted first-level interviews to screen for appropriate job candidates
- Refined Internet sourcing strategy, including developing automated posting of jobs at corporate Web site as well as other commercial job sites
- Researched job fairs and attended appropriate events to assist in the recruitment of top talent for open positions

**Activities**

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Member, Genesee Valley Chapter of the Society for Human Resource Management 2008-2010  
Member of the Cazenovia College Tennis Team 2003-2007

**Computer Skills**

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Proficient with MS Office, Lotus Notes, Windows XP and the Internet