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Human Resources Management Professional
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EDUCATION

Master of Arts Psychology, Connecticut State University, Buckley, Connecticut, 1995
Bachelor of Arts Psychology, Cum Laude, Queens College, Flushing, New York, 1993

EXPERIENCE

Human Resources Generalist; Lazy Boy Inc **New Haven, Connecticut**
2000 – present

- Administrator of benefits program for company with 1000 employees
- Prepare written documents and verbal information pertaining to benefits
- Organize and conduct group orientation seminars
- Represent agency at unemployment hearings
- Coordinate campaigns for employee recruitment
- Counsel managers and staff regarding personnel policies

Human Resources Generalist; Global Enterprises **New York, New York**
1998 – 2000

- Managed benefits program for organization with 500 employees
- Conducted orientation sessions for new staff members
- Coordinated election of benefits during open enrollment
- Recruited and interviewed candidates for employment
- Supervised a team of 5 interns

Assistant Manager; Sperion Enterprises **Jamestown, New York**
1995 – 1998

- Assisted with managing periodical subscriptions for clients and employee accounts
- Used LAN system to update information for journal orders
- Liaised with clients and publishers to maintain accounts

SPECIALIZED SKILLS

- Proficient in Microsoft Word, Excel, Publisher and Power Point
- Fluent in English, Spanish and French