

Jodi M.

Untapped Potential Candidate

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PROFILE

Accomplished **Human Resources** professional with **generalist** and **specialist** (recruiting) experience in the varied industries of **biotech, publishing, finance** and **real estate**. Adaptable and highly organized with experience partnering with all levels within the organization (non-exempt through executive). Recognized for consistently meeting or exceeding goals; and delivering cost-effective, innovative programs; while maintaining positive morale and managing competing responsibilities.

KEY SKILLS AND COMPETENCIES

- Full-range Recruiting (sourcing → onboarding) of entry-level through executive positions
- Solid Generalist skills including: Employee Relations, Benefits Administration, Payroll, Compliance and Training
- Administration and Organization
- Technically Proficient in MS Office Suite and Peoplesoft

EDUCATION AND CERTIFICATION

- B.S. Business Management and Human Resources – University of Connecticut, CT
- Human Resources Certificate – Cornell University, NYC

PROFESSIONAL EXPERIENCE

Cates Consulting LLC, HR Scheduler and Recruiter (2017 UP Flex-Return) Canton, CT
Executive search agency for the biotech industry.

- Supports coordination and scheduling of phone and onsite interviews for [Audentes](#)
- Performs screening phone interviews and records information in applicant tracking system
- Engage in other parts of recruiting process for other clients as needed

Glastonbury Public Schools, Substitute Teacher (2016 – 2017) Glastonbury, CT
• Highly sought-after substitute for K-12 classrooms

Wethersfield Public Schools, Special Ed. Tutor (2013-2016) Wethersfield, CT
• Worked 1:1 with physically/mentally disabled K-6 students, tutoring in all academic subject areas

Gengras Motor Cars, Recruiter (2010-2011) East Hartford, CT
Automotive Retail Chain
• Reported to the General Managers of this eight dealership enterprise to recruit and fill all positions

- Built pipeline for future needs by attending career fairs and doing campus recruiting
- Developed and maintained an applicant tracking system using *Peoplesoft*

American Skandia, Contract Recruiter (1998-1999)

Shelton, CT

Financial Services Company, now owned by Prudential

- Delivered full-range recruitment and staffing services for the sales, marketing, accounting, finance, IT and legal departments
- Worked closely with hiring managers of all levels to effectively source and vet appropriate candidates

Micro Warehouse Inc., HR Generalist (1997-1998)

South Norwalk, CT

Software Publishing Catalog

- Originated the HR role for this satellite office of 150 Customer Service Representatives
- Partnered with HR Director to develop policy related to compliance, employee relations and performance improvement
- Did benefit and compensation planning, budget analysis, and headcount forecasting
- Assessed and developed work/life initiatives; published a new employee handbook
- Recruited and staffed sales, marketing, accounting, finance, IT and legal departments

International Masters Publishers Inc., HR Generalist (1995-1997)

Stamford, CT

Direct Marketing Firm

- Recruited and staffed headquarters of 300-person direct mail company
- Rolled out new compensation plan, administered payroll and benefits
- Handled employee relations, new hire on-boarding, and design of employee handbook

Kiawah Resort Associates, Director of Human Resources (1994-1995)

Kiawah Island, SC

Real Estate Brokerage

- Handled all staffing/recruitment, employee relations, payroll, HR business planning for a growing 250-person Real Estate Development company

COMMUNITY EXPERIENCE

Glastonbury Public Schools, Enrichment/Events Volunteer (2005-present)

Glastonbury, CT

- Classroom Academic Enrichment Volunteer
- PTO Board Member
- Principal's Advisory Board
- High School Class Representative planning and hosting events

St. Dunstan's Catholic Church, Religious Ed. Instructor (2008-present)

Glastonbury, CT

Woodledge Pool Club, Swim Stroke Official (2009-present)

Glastonbury, CT

Girl Scouts of America, Troop Leader (2007-2012)

Glastonbury, CT

Glastonbury Newcomers & Neighbors Club, Board Of Directors (2005-13)

Glastonbury, CT

Hartwell Travel Soccer Team, Manager (2011-13)

Glastonbury, CT

Foodshare, Inc., Weekly Volunteer (2012-13)

Hartford, CT