

Professional Service Group Neptune, N.J.

(Affiliated with the NJ Dept. of Labor
& Workforce Development)

Profiles of Professional
and Technical Jobseekers
(March 2009)

Member profiles may be found on the web: <http://www.geocities.com/psgneptune>

PSG Neptune Member Profiles

Contact Information:
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The Professional Service Group (PSG) of Neptune, NJ is a voluntary association of job seeking professionals. PSG is affiliated with and sponsored by New Jersey Department of Labor & Workforce Development, Neptune, NJ.

The mission of PSG is to provide peer support, networking, mutual job finding assistance and direction for unemployed persons to enable a timely and effective return to work.

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Accounting/Finance

AF Finance and Cost Analyses

Operations Research Analyst with extensive experience supporting the United States Army in the preparation of cost estimates using various costing models. These estimates were used to support milestone reviews and budgets. Seek a full-time position as an Analyst.

- Prepared Life Cycle Cost Estimates (LCCE) for multi-million Army programs using ACEIT and Excel. These estimates supported program and budget decisions at Department of Army (DA) headquarters.
- Prepared the Cost Analysis Requirements Document (CARD) for a milestone review of an ACAT 1 Army program.
- Reviewed Contractor proposals for system development, production and sustainment. Submitted comments to government acquisition and Defense Contract Management Agency personnel for contract negotiations.
- Prepared over fifty Independent Government Cost Estimates (IGCE) for proposed contracts. IGCE are used in the evaluation of contractor cost estimates.
- Prepared monthly analyses of Cost Performance Reports. These analyses were used to determine the contractor's ability to meet cost, schedule and technical performance requirements.
- Managed a Source Selection Evaluation Board (SSEB) for contractor support of Base Operations. The resultant contract was for ten years at a projected cost of over \$100 million.
- Prepared budgetary documents (e.g. P-Forms, Economic Analyses) for Department of Army (DA) and Army Material Command personnel. The budgetary documents supported programs valued at over \$400 million.
- Validated cost estimates for Army organizations. The resultant estimates supported resource allocation decisions at all management levels of the US government.
- Prepared cost studies to support cost analysts estimates of research and production costs.

Security Clearance: Secret

Professional Certification: Certified Public Accountant (PA)

Education: Columbia University, Graduate School of Business, MBA –Accounting; Syracuse University, BS - Industrial Engineering

Please contact henrycw4@verizon.net or 732-870-2068 for more information.

AF Financial Manager

Manager trusted to lead bank department. Excellent at understanding scope and implications of proposed initiatives and ability to structure plans to meet business objectives. Successfully implements improvements. Highly effective in mobilizing organizations with results in customer satisfaction and retention, building high performing teams, working with strategic partners to drive change and effectively communicating with diverse groups.

Directed and coordinated financial activities following policy and procedures.

- Client On-boarding (KYC, CIP, OFAC and AML due diligence)
- Account Opening
- Cash deposits and Withdrawals
- Investment Sales and Referrals
- Domestic and Foreign Money Transfers
- Cash Management Sales and Product Implementations
- Billing and Fee Collection
- Vendor Payments
- General Ledger and Daily Proof
- Loan Administration (documentation, system set-up, advances, payments)
- Satisfactory Audit examinations

Prospected new clients and nurtured existing relationships to develop new business.

- Scheduling appointments with decision-makers
- Opportunity identification for delivering sales solutions for investment, loan and cash management products
- Executive presentations and follow-up
- Contract negotiations and closings
- Account management

Improved processes in line with budget requirement in a challenging and changing environment.

- Examined budget estimates for completeness and accuracy
- Analyzed accounting reports for the purpose of maintaining expenditure control
- Reviewed and improved operational processes by removing bottlenecks and leveraging technology.

BA – Lafayette College
Certified Associate in Project Management (In progress)

Please contact lmumali@aol.com for more information and a complete resume.

AF Paralegal / Compliance Professional

Strong time management, client focus, problem-solving and organizational proficiencies. Proven initiative, creativity and tenacity. Excellent interpersonal skills and enthusiasm.

Paralegal to Senior Chief Counsel

- Drafted memoranda and talking points for high level presentations
- Compiled corporate reports and high profile special assignments
- Developed retrieval system to handle numerous legal issues
- Liaised with section legal, administrative staff and outside counsel for CLE speakers

Paralegal and FINRA Series 7 registered representative

- Securities Compliance
- Broker-Dealer Compliance
- Investment Adviser Compliance
- Privacy Law
- Legislative Monitoring
- Legal Research and Due Diligence: Corporate Secretary's office; Compliance; Securities and Employment Law Sections

Paralegal

- Subsidiary Housekeeping and Compliance
- Securities Law: Contract negotiation and drafting
- Legal Research: securities and insurance

Skills

- Internet (Research, Lexis/Nexis, Westlaw, ACLI, NILS, Due Diligence)
- MS Office (Word, Excel, Access, Outlook)
- Lotus Notes
- I-Manage
- Secretariat

Education & Associations

B.A. – Queens College, City University of New York
ABA Paralegal Certificate -- New York University
Intellectual Property Certificate – New York University (in progress)
International Trademark Association – student member

Interests and Hobbies

- All Sentient Beings: Animal rescue organization: Treasurer
- US Power Squadron: Member

Please contact ensign303@earthlink.net for more information and a complete resume.

AF Relationship Manager / Account Executive

Highly motivated Relationship Manager responsible for managing and growing a portfolio of Middle Market Banking clients (companies with annual revenues from \$10MM to \$500MM) offering cash management, credit, investment banking and wealth management.

- Built rapport with client and key personnel to ensure direct communication flow for opportunities, or to trouble shoot issues. Served as a liaison to help customer navigate the institution
- Identified opportunities to improve profitability of existing client base, reviewing client needs, product usage and creating a customer plan
- Developed mutually beneficial relationships with Professional firms (CPAs and Attorneys) to generate new clients
- Arranged in person meetings with key decision makers, creating sales presentations and following up on meeting outcomes
- Maintained high credit quality by recognizing problem loans in a timely manner, quality presentations, proper documentation and structure
- Monitored and coordinated product implementations with other areas to ensure client satisfaction

BA – Lafayette College

Credit Training Program – Citibank, NA

Advanced Credit Training – JPMorgan Chase NA

Treasury Services Product Knowledge – JPMorgan Chase NA

Retirement Products – JPMorgan Chase NA

Sales Training – JPMorgan Chase NA

NASD Licenses – Series 7, Series 6, and Series 63 (not active)

Please contact lmumali@aol.com for more information and a complete resume.

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Administration/Clerical/Secretarial

AD Administrative Assistant Professional

Administrative Assistant Professional with extensive experience supporting teams and management in a fast-paced, business environment. Highly organized, detail-oriented self-starter with proven ability to multi-task. Take great pride in completing a job with accuracy. Strong typing and transcription skills.

Effective verbal and written communication skills. Excellent computer knowledge, including Microsoft Office.

- Received over 40 recognition awards for teamwork and excellence from management, coworkers, field personnel; suggestions for National Customer Service Week were used in various claim offices throughout the United States.
- Reviewed and detected errors on checks prior to being mailed, minimizing costly and timely corrections.

AS (Bay Path College) Medical Office Administrator

Please contact Nancy Minue, 732 918-0206 wminue38@comcast.net for more information and a complete resume.

AD Administrative Assistant / Executive Secretary

Prepare correspondence, format technical documents, configure and maintain databases, prepare reports, maintain schedules, compile minutes, facilitate office communication, make travel arrangements, screen and redirect phone calls, receive visitors, order supplies, update Web sites.

- Manufacturing, Education, Engineering, Construction
- Advanced skills in Microsoft Office suite

BA – Psychology

Please contact kargreene@aol.com for more information and a complete resume.

AD Client Support Coordinator

A Computer Software Professional with extensive experience in multiple industries (such as: Computer Software, Financial, Legal, and Telecommunication). Strengths include but are not limited to: interpreting software, technical documentation, as well as acting as liaison between the technical and end user communities. Self-starter with a track record of meeting deadlines and achieving results

Demonstrates written and verbal communication skills.

Skilled in:

- Lotus/Domino Developer (version 3-7)
- ACT! For Notes
- SQL
- Lotus Script
- Microsoft Office (i.e. Word; Excel; Access; Power Point)
- HTML
- Business Objects Web Intelligence XI (WEBI)

AAS, Computer Information Systems, (DeVry)

Please contact alycencarroll@comcast.net for more information and a complete resume.

AD Paralegal / Compliance Professional

Strong time management, client focus, problem-solving and organizational proficiencies. Proven initiative, creativity and tenacity. Excellent interpersonal skills and enthusiasm.

Paralegal to Senior Chief Counsel

- Drafted memoranda and talking points for high level presentations
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Paralegal and FINRA Series 7 registered representative

- Securities Compliance
- Broker-Dealer Compliance
- Investment Adviser Compliance
- Privacy Law
- Legislative Monitoring
- Legal Research and Due Diligence: Corporate Secretary's office; Compliance; Securities and Employment Law Sections

Paralegal

- Subsidiary Housekeeping and Compliance
- Securities Law: Contract negotiation and drafting
- Legal Research: securities and insurance

Skills

- Internet (Research, Lexis/Nexis, Westlaw, ACLI, NILS, Due Diligence)
- MS Office (Word, Excel, Access, Outlook)
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- I-Manage
- Secretariat

Education & Associations

B.A. – Queens College, City University of New York
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Intellectual Property Certificate – New York University (in progress)
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Interests and Hobbies

- All Sentient Beings: Animal rescue organization: Treasurer
- US Power Squadron: Member

Please contact ensign303@earthlink.net for more information and a complete resume.

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Consulting

co Technology Trainer and Project Manager

Professional with 10+ years experience training and promoting new delivery methods for information via the Web. Responsibilities have included tracking results and managing projects through times of change.

- Curriculum Design
- e-Learning Design
- New Product Introduction
- Sales Management and Sales Support (RFP's, Sales Tracking and Service Levels)
- Document Archive Services
- Survey Development
- Merger Project Management
- Strong Team building Skills
- Able to travel
- Open to contract or full-time

MBA -Fairleigh Dickinson University

Please contact ginereilly@gmail.com for more information and a complete resume.

co **Senior Manager – Sales and Marketing**

- Highly Accomplished Senior Manager with extensive P & L experience; Strong leadership and motivational skills derived from extensive experience with nation's largest residential homebuilding company
- Demonstrated success in Design, Development and Operation of complex, multi-million dollar master planned communities
- Exceptionally organized, detail oriented and disciplined with excellent interpersonal skills and the ability to motivate and direct others towards results driven performance
- Looking to use these skills in managing other businesses

AREAS of EXPERTISE

- Project Management
- Sales and Marketing
- Construction Management
- Forecasting and Planning
- Product Design and Development
- Safety and Compliance
- Property Management
- Operations

BS – Construction Management / Licensed Realtor

Please contact ehanggeli@yahoo.com or 732-674-3384 for more information.

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Engineering/Technical

ET Chemical Engineering Research & Technology Leader

- Process & product research, development, scale-up, and commercialization of specialty & fine chemicals.
- Management of scientific professionals and multi-million dollar budgets.
- Application of scientific principles to advance fundamental knowledge.
- Collaborative research with universities and international partners.
- Process modeling, optimization, and cost analysis.
- High-throughput experimentation and multivariate statistical data analysis
- Stage-Gate process manager

Ph.D. Chemical Engineering
B. A. Chemistry magna cum laude

Please contact pvn9@yahoo.com for more information and a complete resume.

ET Polymer Engineer

A Polymer Engineer with years of diversified experience in thermoplastic, elastomer and additives. Hands-on experience in co-extrusion film development, nanocomposites materials research, polymers blend research, polymers compounding, oxygen and moisture barrier research, membrane permeation, polymer characterization, root cause analysis, Lean Six Sigma.

Project leader of several projects with a proven record in cost reduction.

Good communication skills; experience interacting, working and coordinating efforts with all levels of staff in the company from senior management to working team members.

Successful in working with university, government laboratory, toll manufacturers and resin suppliers. Recognized ability to easily assimilate to changing priorities and known for strong analytical and problem solving.

Education:

BE, ME Chemical Engineering

Ph.D. Polymer Engineering

Lean Six Sigma Black Belt Certified

Please contact gs_1000@yahoo.com for more information and a complete resume.

ET Sales and Application Engineering

Leader in technical sales and applications in the machine industry. Over 20 years of progressively responsible experience with an established record of meeting and exceeding business objectives, introducing new products and developing new business opportunities to grow market share and to increase business in a limited market. Skilled in account management by providing optimized and customized solutions through long-term customer relationships and customer satisfaction. Fluent in German and English.

- Increased overall sales by approx. 10% on an annual basis.
- Led introduction of new customized products with major customers.
- Optimized product remanufacturing program through streamlining of processes.
- Developed retrofit activities into new business opportunities.
- Provided product and customer support.
- Improved warranty administration and quality assurance.

MSME equivalent degree from Swiss Federal Institute of Technology (ETH)

Please contact Hans J. Egger at hjegger@hotmail.com or (732) 972-2860 for more information and a complete resume.

ET Telecommunications System Engineer

Worked on product definition, network applications, market development and customer support as new products were introduced. Extensive experience in system engineering, cost analysis, transport architecture, optical networking, large scale network deployment, feature and system requirements, product management and development that spanned the product's life cycle from concept to general availability. This includes:

- Systems engineering for Optical Transport Network (OTN) deployment at rates OTU1, OTU2 and OTU3
- Systems engineering for 40G Transport on Ultra Long Haul (ULH) and Regional Dense Wavelength Division Multiplexing (DWDM) systems
- Designing of L1/L3 systems (40G transport using DWDM and routers) to minimize cost and maximize reliability
- Introducing Digital Cross-Connect System (DCS) 3/1

BS, PhD in Physics

Please contact donhusa@optonline.net for more information and a complete resume.

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General Management

GM Operations, Account and Project Management

Areas of Expertise

- Project Management
 - Account Administration
 - Expense Control
 - Loss Prevention
 - Policy/Procedural
 - Change Management
 - Facility Management
 - Customer Satisfaction
 - Quality Assurance
 - Pre-Sales Support
 - Inventory Control
 - P&L Responsibility
 - Team Facilitation
 - Accounts Receivable
 - Contract negotiations Implementation
-
- Possesses 15 years of proficiency in account operations management within the private sector, coupled with extensive military experiences to round out a comprehensive and diverse management experience.
 - Adept in profit-loss management, process planning, trend analysis, logistical, and financial forecasting.
 - Highly analytic with exceptional organizational and problem solving skills, with demonstrated successes in delivering major assignments on time, within budget, and to quality specifications.
 - Excels while performing in high-pressure and deadline-driven environments, maintaining a sharp attention-to-detail and controlling critical decisions.
 - Offers exceptional communication skills with demonstrated abilities in the training, managing, and motivating of staff.
 - Provides a high-level, comprehensive service relationship to key customers.

Degree: Bachelor of Science (United States Military Academy, West Point, NY)

Please contact jwczizik@aol.com for more information and a complete resume.

GM Project / Program Manager / PMO Manager

Project Manager and Manager with solid experience in all aspects of successful software project development.

- In both employee and consultant roles worked with both large and small companies
- Specialist in highly visible projects
- MA degree in mathematics.
- Project management certification
- Certified Information Systems Auditor (CISA) and elected to two terms as President of the EDP Auditors Association, New Jersey Chapter
- Published author of several technical and non-technical books on topics ranging from computer math to car repair and carpentry.

Education

MA, Mathematics, State University of New York (SUNY) at Stony Brook, NY
BS, Mathematics, Polytechnic Institute of Brooklyn, Brooklyn, NY
Project Management Certificate, PMI / Stevens Institute of Technology
Certified Information Systems Auditor (CISA)
Dale Carnegie graduate

Please contact Jerry Clifford at jrcpd@yahoo.com for more information and a complete resume.

GM Sales and Marketing

Dynamic over 13 years sales, customer services and sales management career reflecting pioneering experience and record – breaking performance in the personnel, customer, retail sales management and oil & gas industries.

- Met and exceeded KPI sales target month over month in 10 locations over 185 employees in 1st quarter 2008 (incl. Techs) by over 145%
- Top district in Net Promoter scores multiple times in 2007/2008
- Passed all FAR – Audits sales operations all quarters
- Managed sales & customer care team to success for incremental sales month over month
- Developed & promoted 19 employees to management levels
- Recruited & Hired over 60 Management staff for the Region
- Maintained 105% staffing and headcount to plan
- Managed District with most improved churn rate in the region .075% by 250%
- Managed district to lead NPS scores Quarter over Quarter in NYM
- Worked closely with Area Quality Assurance Team to develop project charters, plans, timeline and objective
- Provided expertise and guidance to customer care and cross-departmental units within, district, region and area

District Manager – NY/NJ Region for Multiple locations:

Received Awards & Recognition

- Won director's trophy award (2002 & 2004)
- Winner Circle award recipient (2003, 2004, 2005)
- Won Top District Manager NYM Super Sales Power Play Contest (Feb. 08)
- Won Top District Manager NYM 20 Million Unlimited Possibilities Contest (Apr.08)

Education:

MS Management & Economic Planning (Major Marketing)

Harvard University Online courses: Current Leadership Training to date

- Leading Teams with Emotional intelligence: 12/2008
- Delegating: 2/2009
- Managing A Group: 2/2009
- Budgeting: 1/2009
- Advanced Hiring: 1/2009
- Managing the Managers: 2/2009

Dean's List Honoree First Class

Membership:

International Association for Research in Income & Wealth (IARIW-USA)

American Economic Association (AEA-USA)

Please contact Akin Moses Awofolaju MS Awofolaju@aol.com 732 441-7676 for more information.

GM Senior Manager – Sales and Marketing

- Highly Accomplished Senior Manager with extensive P & L experience; Strong leadership and motivational skills derived from extensive experience with nation's largest residential homebuilding company
- Demonstrated success in Design, Development and Operation of complex, multi-million dollar master planned communities
- Exceptionally organized, detail oriented and disciplined with excellent interpersonal skills and the ability to motivate and direct others towards results driven performance
- Looking to use these skills in managing other businesses

AREAS of EXPERTISE

- Project Management
- Sales and Marketing
- Construction Management
- Forecasting and Planning
- Product Design and Development
- Safety and Compliance
- Property Management
- Operations

BS – Construction Management / Licensed Realtor

Please contact ehanggeli@yahoo.com or 732-674-3384 for more information.

GM Senior Manager – Customer Service & Sales

- Established contact with existing and new accounts resulting in an increase of 70% in part sales and doubled the top line sales within the first year of operation
- Merchandising front end of the service center to grow top line sales
- Conducted customer problems solving and resolution with warranty claims
- Relocated service center and merged two centers into one location saving 10% in expenses
- Handled all aspects of project including hiring of contractors and all details for new facility and consolidation
- Successfully managed, trained, recruited and evaluated a support team of seven
- Developed and implemented yearly business plan for unit that controlled profitability and expense
- Oversaw management of assets within the scope of Service Operations group
- Maintained inventory control effectively with a variance of \$368.00 on a total inventory of \$134,000
- Six Sigma training and experience reducing safety incidents by 25% in shop area
- Trained and developed support team for customer service excellence
- Handled all employee relations issues productivity, performance and morale
- Created and maintained yearly departmental budget in controlling expenses

Please contact jdse10473@aol.com or (732) 446-9050 for more information.

GM Senior Manager – Operations & Customer Service

Hands-on manager with a big picture focus. Highly effective in mobilizing organizations with results in customer satisfaction and retention, building high performing teams, working with strategic partners to drive change and effectively communicating with diverse groups.

- Managed daily operations to meet business objectives and customer expectations
- Planned, directed and coordinated the use of resources (materials, employees) to meet deadlines without compromising quality
- Negotiated Service Level Agreements with internal partners and Vendor agreements with outside contractors
- Continued to explore ways to improve processes, increase efficiency and reduce costs without negatively impacting customer satisfaction
- Ensured compliance with laws and regulations governing the product or transaction. Wrote procedures. Satisfactory audits
- Prepared budgets and reports to account for profit & loss, volume tracking and production tracking
- Prepared Contingency Plan and conducted periodic drills to ensure ability to recover key functions and systems in the event of an emergency
- Developed high performing teams through training, coaching and mentoring. Recognized outstanding efforts and achievement

BA – Lafayette College

Certified Associate in Project Management (In progress)

Please contact lmumali@aol.com for more information and a complete resume.

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Human Resources

HR Human Resources Professional

- Generalist: Experience in all human resources functions including employee relations, compensation, benefits, staffing, training, performance management, administration of Disability, Workman's Compensation, and Unemployment claims, maintenance of employee records, and promoting positive employee morale.
- Staffing: Management of staffing budgets and weekly schedules for employees in order to develop staffing plans based on sales plans and productivity targets to optimize coverage.
- Training: Facilitation, implementation, and design of Corporate and Field training programs including Management, Leadership, Conflict Resolution, Service, and Legal Compliance.
- Strategic Thinking: Initiation of implementation strategies and budgets for multiple training projects and staffing solutions, achieving cost reductions for Human Resources Departments and overall company financial objectives.
- Applications: PeopleSoft, QuickStaff, Excel, Access

BA – English, Purdue University
Minor – Communication; Concentrations – Management and Education
SPHR Certification – in process

Please contact Patricia Dolan at pattyhart2508@yahoo.com or 732 691-5876 for more information and a complete resume.

HR Administration / Generalist

- Supported new employee orientation/on-boarding, off-boarding, I-9 forms, new employee paperwork and announcements
- Communicated HR changes according to compliance measures
- Maintained management reports: turnover, headcount, cost of hire, offer status, immigration status, time off database
- Entrusted with maintenance of employee files
- Prepared annual BEIP Grant application for NJ
- Taleo, proprietary HRIS, SAP and PeopleSoft (financial side)
- Technical and Clinical Recruiting experience (agency side)

Bachelor of Science – Business Administration/Office Systems Administration

Please contact dkieselowsky@yahoo.com for more information and a complete resume.

HR Human Resource (Bilingual English/Spanish)

- Talent Acquisition, New Hire Orientations, Staff Management
- Employment Law Compliance and Delivery of Training
- Benefits Administration, Open Enrollment, Employee Relations and Employee Activities
- OSHA Compliance, Safety Training and Recordkeeping, Managed Workers Compensation Program and Annual Performance Appraisals
- Compensation/Incentive Programs, Workplace Diversity/Cultural Issues
- Contract Negotiations, Exit Interviews and Database Maintenance

Please contact luzsanchez_64@yahoo.com for more information and a complete resume.

HR Human Resources Director / Manager

Human Resources professional experienced in union and non-union environments providing employee relations support to multiple sites and states. Strong hands-on background in all phases of HR. Spearheaded major HR efforts in collaboration with senior management during acquisitions, downsizings, reorganizations, and rapid growth.

- Employee and Labor Relations
- Performance Management
- Employment Law and Compliance
- Conflict Resolution
- Recruitment and Staffing
- Benefits
- HRIS
- Sarbanes-Oxley
- AAP
- Investigations

Key Skills: Analyzing complex business and personnel challenges and developing solutions. Able to quickly read and recruit talent. Excellent organizational skills. Collaborative leader and team player. Ability to work under pressure and motivate others. Effective moderator and mediator. Inspire others to top performance. Partner with business units to meet their goals.

BA
Certified Professional in Human Resources (PHR)

Please contact ritasmith27@optimum.net for more information and a complete resume.

HR Human Resource Generalist / Manager

Dedicated, energetic and responsive Human Resource Generalist/Manager with proven history of success. Innovative and persistent problem solver who thrives on challenges, displays grace under pressure and gets the job done. Efficient, loyal and resourceful team builder who possesses outstanding interpersonal and excellent communication skills. Quietly assertive/hands on leader and motivator, organized and thorough planner and diplomatic negotiator dealing effectively across all levels of the organization.

Please contact maxcytwo@yahoo.com or (732)757-2021 for more information and complete resume.

HR Human Resources Generalist / Manager

A dedicated HR professional with over twelve years of progressive experience in managing a full spectrum of human resources programs and services that promotes innovative solutions to critical HR challenges. Proven ability to work with senior management teams by using communication skills to integrate the human resource function within the overall business operating strategy. Strong understanding of employment laws, employee relations, union and non-union contracts, compliance issues and benefit plans. Experience in manufacturing, distribution, government, IT, marketing, advertising, retail, re-organization and high-growth operations.

AREAS OF EXPERTISE

Employee Relations • Organization Development • Compensation & Benefits Design • HRIS • Union Contracts • Benefit Analysis • Training & Development • HR Policy Design • Recruitment • Safety Training • Team Building • Employee & Labor Law • Sexual Harassment/EEO Issues • 401k • 529 plans • COBRA • Event Planning

PROFESSIONAL EXPERIENCE / ACCOMPLISHMENTS

- Managed all benefits, including 401(k), medical, dental, life, pension and stock plans.
- Performed orientations, training & development, and handled exit interviews.
- Investigated and counseled employee relations issues to ensure legal compliance with current HR laws and regulations in recommendations to resolve.
- Responsible for the design, development, implementation and maintenance of the company's benefits and payroll programs to ensure compliance.
- Recruited (retention rate of 95%) by working closely with Business Area leaders to establish staffing targets and strategy.
- Served as point of contact, responded to all employee matters with strict confidentiality.
- Evaluated performance reviews, consulted with high-level business leaders for competitive pay and promotion incentives.
- Created and analyzed various HR statistics and reports for senior management with accuracy and timeliness.
- Consulted with senior management to develop succession planning.
- Researched and worked closely with vendors to establish best policies and programs for company, resulted in a cost savings for medical benefits of over \$300,000.00 to annual premium.
- Participated in the establishment of long-range objectives for the organization
 - *Successfully implemented and developed HR initiatives such as performance appraisals, salary planning, bonus/commission program, stock options and Affirmative Action Planning.*
 - *Developed and implemented a new training program*
 - *Secured Immigration Attorney at a reduced cost to company for all Work Visas*
- Managed a team and executed production of all employee benefit statements, including disability, workers' compensation, and unemployment reports.
 - *Created Excel spreadsheets with tables for reconciliation of account billing, thus resolving an \$11 million debt to less than a \$2 million debt within several months*

(Georgian Court University) BS Business Administration with Concentration (1) Human Resources Management, (2) Business Management, Delta Mu Delta - (Highest award given to Business Students). Please contact Jean at jfkwilkens@yahoo.com or 732-842-9052.

HR Human Resources Manager / Generalist

A dynamic business partner with a solid track record in human resources management is seeking a position with an organization that has an interest in the following candidate profile:

- Achieves results independently or in a team environment.
- Excellent communicator and listener that encourages employee engagement.
- Utilizes labor relations techniques for successful contract negotiations, grievance handling and conflict resolution.
- Administers effective human resource programs (employee benefits, safety, government compliance, talent and performance management).
- Uses Six Sigma, Lean and other training programs to support business and employee driven philosophies.

BS degree
PHR Certified
SHRM member
proficient with Microsoft Office products.

Please contact EJBOYD@aol.com or 732-735-3815 for more information and a complete resume.

HR **Technology Trainer and Project Manager**

Professional with 10+ years experience training and promoting new delivery methods for information via the Web. Responsibilities have included tracking results and managing projects through times of change.

- Curriculum Design
- e-Learning Design
- New Product Introduction
- Sales Management and Sales Support (RFP's, Sales Tracking and Service Levels)
- Document Archive Services
- Survey Development
- Merger Project Management
- Strong Team building Skills
- Able to travel
- Open to contract or full-time

MBA - Fairleigh Dickinson University

Please contact ginereilly@gmail.com for more information or a complete resume.

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Information Technology

IT Analyst

Extensive experience supporting global brokerage house home office and branch office user community. Go to person for troubleshooting and providing solutions to end user problems minimizing downtime and reducing business costs. Client focused with attention to detail ensuring complete customer satisfaction.

Qualifications:

- Ability to streamline processes and increase productivity
- Effective problem solver and team player
- Excellent oral and written communication skills
- Proven ability to achieve project objectives/goals
- Superior customer service skills
- Results oriented attitude
- Strong organizational and analytical skills
- Skilled using Remedy Incident Management, MS Exchange/Outlook and MS Active Directory

Accomplishments:

- Trained and wrote procedures for international staff in support of the transitioning of department functions to global locations for round the clock coverage.
- Recorded Webex on-line training sessions to facilitate training of future hires into department.
- Expedited response times to client trouble tickets for home office and branch office issues.
- Successfully supported management and staff on all major projects.
- Processed orders through Identity and Access Management tool for user moves, adds and changes within an international user community of over 40,000 in a timely and accurate manner.

Please contact Frank Grillo at 732-739-0478 or frank.grillo@verizon.net for more information and a complete resume.

IT Client Application Support Coordinator

A Computer Software Professional with extensive experience in multiple industries (such as: Computer Software, Financial, Legal, and Telecommunication). Strengths include but are not limited to: interpreting software, technical documentation, as well as acting as liaison between the technical and end user communities. Self-starter with a track record of meeting deadlines and achieving results

Demonstrates written and verbal communication skills.

Skilled in:

- Lotus/Domino Developer (version 3-7)
- ACT! For Notes
- SQL
- Lotus Script
- Microsoft Office (i.e. Word; Excel; Access; Power Point)
- HTML
- Business Objects Web Intelligence XI (WEBI)

AAS, Computer Information Systems, (DeVry)

Contact: alycencarroll@comcast.net

IT **Database Management / Software Integration Manager / Disaster Recovery**

Information Technology professional with 15+ years of experience in various mainframe technology including, software integration, database and file management, application performance, disaster recovery, and application software engineering initiatives. I also possess proven abilities in leading multi-functional teams and overseeing complete project/software development lifecycles, from inception through completion. Over the course of my career I consistently exceeded goals to improve productivity, efficiency, and accuracy while reducing costs.

Professional Experiences

JP Morgan Chase	Financial Services	Software Integration Manager
IBM Global Services	Business Services	Technical Manager
JP Morgan Chase	Financial Services	Database Manager
JP Morgan Chase	Financial Services	Database Manager

Education

Bronx Community College, CUNY	Courses in Computer Science
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Please contact Tony Joseph at tonyoseph@aol.com for more information and a complete resume.

IT Global Information Technology Professional

Global Strategic Marketing Professional with extensive experience specializing in domestic and international business development, marketing strategies, performance improvement and the pursuit of business growth in emerging markets. Focused on top management strategy-related issues directed at identifying and meeting corporate goals. Proven ability bringing together ideas and talent creating and delivering imaginative, commercially successful, high-quality products and services.

Extensive expertise working in a variety of environments and cultures developing / maintaining business relations in both foreign and domestic arenas including: France, UK, Germany, Canada, Israel, Korea, China, and the U.S.

- Domestic / International Client Relations; Sales
- Marketing; Events, Training, Sales collateral development, Trade shows,
- Emerging Market Development
- Logistics / Facilitation Management
- Conducted Client Business Analysis; issue identification, requirements gathering, problem resolution, solution implementation as a means to establish creditability and generate sales
- Developed firm's 1st out of state, healthcare client; secured a \$100,000 stage 1 compliance project
- Cultivated new and existing business via client relationships building; resulted in firm's advanced professional standing from IBM "Premiere Business Partner North America" to elite status, 1 of 5 IBM "Summit Partners"
- Managed sales of \$1.5M; with annual increases of \$500,000+ via effective planning & execution of domestic and international trade shows
- Managed annual Marketing budgets up to \$.25 million
- Established new marketing departments; created and implemented departmental policies and procedures
- Identified and developed partnerships with external organizations for marketing & educational programming

- **Certified Global Business Professional**, enrolled, Rutgers University, NJ, completion 12/2009
- **IBM "Software Top Gun"** program graduate, MD, 2007
- **B.S. International Trade / Marketing**, FIT (SUNY), NY, 1996

Please contact mmcclu1518@aol.com or (732) 598-2701 for additional information and a complete resume.

IT Information Security

Supervised Global Data Security team on the Dun & Bradstreet Account.
Successful implementation of security deliverables in accordance with company standards and industry best practices.

Spearheaded team of Access Administrators for User Provisioning.

Monitored and maintained security databases on all environments for all systems.

Increased department productivity by 30% by automating manual processes.

Reduced security exposures by conducting internal audits.

Proficient in MS Office Suite, RACF, CICS, DB2, Xellerate, and SAP/Virsa (compliance collaborator, access enforcer, and GRC firefighter), Active Directory, RSA Secure/ID, Oracle Identity Manager, Roscoe, Millennium, MVS, TSO/ISPF, JCL, and CLIST.

Companies: Dun & Bradstreet, Computer Sciences Corporation

Bachelor Degree Computer Science

Pursuing Project Management Certificate expected 4/09.

Pursuing Project Management Certification expected 6/09.

Please contact Valerie Mecca at vpmecca@optonline.net, or 732-303-9196 for more information and a complete resume.

IT iSeries Administrator

Experienced AS/400 Systems Administrator with proven track record in successfully managing systems including conversions, upgrades and maintenance. Implemented projects to improve system and departmental efficiencies. Experienced end user trainer for client developed and pre-packaged software. Demonstrates outstanding problem solving, decision making and analytical skills.

- Logical partition creation, management and configuration
- Business continuity planning, testing and implementation
- Security setup and configuration to comply with SOA requirements.

Bachelor of Arts – West Virginia Wesleyan College

Please contact bill_mitchell99@yahoo.com for more information and a complete resume.

IT Mainframe Developer

- Project Leader: Requirements, System Specifications, Project Plans, Monitor Progress
- Languages: COBOL, Assembler, DB2
- Skills: SDLC, Systems Analysis, System Design, Debugging
- Applications: Insurance, Rating, Document Preparation

BA Mathematics, Computer Science
MS70-290 Microsoft Server 2003

Please contact jake.schaber@verizon.net or cell 732 673-0271 for more information and a complete resume.

IT .NET Developer

Develop n-tiered user-friendly solutions for Web or Windows applications in C#.NET, employing Visual Studio, ADO.NET, SQL Server or Oracle, ASP.NET, HTML, JavaScript, XML Web Services, AJAX, and emerging technologies. Exceptional problem-solving and analytical skills as well as collaboration and communication skills honed during a successful career in mainframe technologies enhance intermediate level NET experience.

Marketing, Payroll, Customer Service, Financial Services, Transportation, Energy

Masters' Program Certificate in .Net Development
B.A.

Please contact kargreene@aol.com for more information and a complete resume.

IT Project Manager

Experienced IT Project Manager with proven track record of managing project implementations to improve system and departmental efficiency. Experienced end user trainer for client developed and pre-packaged software. Outstanding problem solving, decision making and analytical skills. Manages multiple projects at one time and completes projects ahead of schedule. Demonstrates ability to work with various levels of management and employees to achieve results.

- **Project Implementation**
- **System Consolidations**
- **Vendor Management**
- **Disaster and Business Continuity Plans**
- **Systems Administration**
- **Data Center Migration**

Bachelor of Arts – West Virginia Wesleyan College

Please contact bill_mitchell99@yahoo.com for more information and a complete resume.

IT Project / Program Manager

Project Manager and Manager with solid experience in all aspects of successful software project development.

- In both employee and consultant roles worked with both large and small companies
- Specialist in highly visible projects
- MA degree in mathematics.
- Project management certification
- Certified Information Systems Auditor (CISA) and elected to two terms as President of the EDP Auditors Association, New Jersey Chapter
- Published author of several technical and non-technical books on topics ranging from computer math to car repair and carpentry.

Education:

MA, Mathematics, State University of New York (SUNY) at Stony Brook, NY
BS, Mathematics, Polytechnic Institute of Brooklyn, Brooklyn, NY
Project Management Certificate, PMI / Stevens Institute of Technology
Certified Information Systems Auditor (CISA)
Dale Carnegie graduate

Please contact Jerry Clifford at jrcpd@yahoo.com for more information and a complete resume.

IT Project / Program Manager

A proven leader, focused on strategic goals, develops effective and efficient cross-functional teams and strategic partnerships. PMP certified project manager with extensive application implementation, strategic planning, and process development experience. Successfully managed all phases of \$6 million regulatory projects including project planning, management, and execution.

Innovative problem-solver who drives productivity through team building. Ability to translate business and application requirements into scope of work, project plans, processes and standards based on business and stakeholders' goals and objectives. Excellent communication and interpersonal skills.

Expertise includes project management using software development lifecycle methodology, client focus and vendor relations. Proficient in application management and development, team building and process improvement.

Core competencies include:

- Client Relations
- Project Management
- Interdepartmental Coordination
- Vendor Relations
- Production Support
- Budget / P&L
- Resource Planning
- Team Leadership
- Business Continuation Planning

Experienced in MS Office Suite, MS Access, MS Project, Visio

MS, Management Systems Analysis – Kean College

BS, Industrial Education – Kean College, Summa Cum Laude

Please contact Anthony Milillo at amilillo@att.net or 908-705-6662 (cell) for additional information and complete resume.

IT Project / Program Manager

- Project Management – risk mitigation, change management, schedule planning, executive status reporting, project scope management, cost estimation and budgeting.
- PMO - best practices and standards development and execution.
- Proposal Management – RFP/RFI evaluations, opportunity analysis, proposal development, presentation and contract negotiations.
- Customer Relationship Management – development of services centers, standards of operation, delivery of services and new technologies integration
- SOX and CMM compliance
- Management/oversight of all project activities including requirements, design, test, deployment, implementation
- Applications: MS Office, MS Project, VISIO, Microstation, Sharepoint, Lotus Notes and other proprietary software

Degrees:

MBA (Management Information Systems), Fordham University
Bachelor of Architecture, Pratt University

Certifications:

Project Management Professional (PMP)
Six Sigma Green Belt (In Progress)

Please contact anne.stich@gmail.com for more information and a complete resume.

IT Service Delivery and Program Management

Information Technology leader with extensive experience managing geographically and culturally diverse organizations of IT distributed computing professionals. Experienced at managing enterprise wide technology programs. Proven record of building and maintaining organizational effectiveness and staff morale.

- Distributed Systems Service Delivery
- IT Program and Project Management
- Organizational Leadership
- Risk Management and Control
- Budgeting/Planning/Cost Containment
- Global Location Optimization, Outsourcing, Offshoring
- Server and Storage Virtualization
- Storage Deduplication and Encryption
- Operating systems: VMWare, AIX, Solaris, Windows, Linux
- Storage: EMC, Hitachi, NetApp, IBM, Falconstor

Bachelor of Science, Summa cum Laude
Major: Accounting; Minor: Data Processing,
New Jersey City State College, Jersey City, N.J.

Please contact Arthur Miceli at arthurmiceli@gmail.com or 908-902-4151 for more information and a complete resume.

IT Systems Engineer

Systems Engineer with experience in defining requirements for multiple IP Networking and Telecom projects that introduced new services and initiatives based on state of the art technology. Requirements included user flows, system flows, architecture, and enumerated requirements. Learn new skills quickly. Bring strong planning and negotiation skills enabling multiple organizations to collaborate on common goals. Possess strong written and verbal communication skills.

Skills: Requirements Definition, Systems Engineering, Microsoft Office, Project Management, SDLC, IP Services, Streaming, Web Acceleration, Content Delivery Network (CDN), Anti-Spam, HTML, Time & Cost Estimation, Unix, Automatic Speech Recognition

MS – Computer, Information, and Control Engineering, University of Michigan
BS – Computer Applications, and Information Systems, New York University

Please contact amgnewman@yahoo.com for more information and a complete resume.

IT Technical Support Manager

Certified, hands-on and enthusiastic customer-centric IT professional with over 10 years experience as an IT Manager and/or Desktop/Help Desk Manager. Facilitate problem-solving teams that accurately assess technical challenges and successfully transform ideas into appropriate workable solutions. Monitor client activity and trends to proactively address issues prior to impacting client base.

MBA & BS

Please contact icarlin1@aol.com or 917-658-7470 for more information and a complete resume.

IT Technology Trainer and Project Manager

Professional with 10+ years experience training and promoting new delivery methods for information via the Web. Responsibilities have included tracking results and managing projects through times of change.

- Curriculum Design
- e-Learning Design
- New Product Introduction
- Sales Management and Sales Support (RFP's, Sales Tracking and Service Levels)
- Document Archive Services
- Survey Development
- Merger Project Management
- Strong Team building Skills
- Able to travel
- Open to contract or full-time

MBA - Fairleigh Dickinson University

Please contact ginereilly@gmail.com for more information and a complete resume.

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Manufacturing Operations

MA Global Strategic Manufacturing Professional

Global Strategic Marketing Professional with extensive experience specializing in domestic and international business development, marketing strategies, performance improvement and the pursuit of business growth in emerging markets. Focused on top management strategy-related issues directed at identifying and meeting corporate goals. Proven ability bringing together ideas and talent creating and delivering imaginative, commercially successful, high-quality products and services.

Extensive expertise working in a variety of environments and cultures developing / maintaining business relations in both foreign and domestic arenas including: France, UK, Germany, Canada, Israel, Korea, China, and the U.S.

- International Trade Development
 - Domestic / International Client Relations
 - Emerging Market Development; Sales
 - Logistics / Facilitation Management
 - Merchandising / Product Development
 - Licensing / Trademark Integrity
-
- Managed sales of \$1.5M with annual increases of \$500,000+ via effective planning & execution of domestic and international trade shows; fostered International Commerce
 - Conducted Client Business Analysis; issue identification, requirements gathering, problem resolution, solution implementation as a means to establish creditability and generate sales
 - Conceptualized, developed, and delivered licensing concepts; generated revenue in excess of \$750,000 annually while maintaining trademark integrity
 - Managed product line fiscal responsibility, concept through to P/L; conducted cost analysis, product forecasting, negotiated rates, authorized business expenses for payment, facilitated L/C's and logistics
 - Managed life-cycle development; project management for apparel / home furnishings product lines
 - Planned and executed domestic and international trade shows (10 -15 annually); resulted in a 20% revenue increase

- **Certified Global Business Professional**, enrolled, Rutgers University, NJ, completion 12/2009
- **IBM "Software Top Gun"** program graduate, MD, 2007
- **B.S. International Trade / Marketing**, FIT (SUNY), NY, 1996

Please contact mmcclu1518@aol.com or (732) 598-2701 for additional information and a complete resume.

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Marketing/Public Relations

MP Senior Manager – Sales and Marketing

- Highly Accomplished Senior Manager with extensive P & L experience; Strong leadership and motivational skills derived from extensive experience with nation's largest residential homebuilding company
- Demonstrated success in Design, Development and Operation of complex, multi-million dollar master planned communities
- Exceptionally organized, detail oriented and disciplined with excellent interpersonal skills and the ability to motivate and direct others towards results driven performance
- Looking to use these skills in managing other businesses

AREAS of EXPERTISE

- Project Management
- Sales and Marketing
- Construction Management
- Forecasting and Planning
- Product Design and Development
- Safety and Compliance
- Property Management
- Operations

BS – Construction Management / Licensed Realtor

Please contact ehanggeli@yahoo.com or 732-674-3384 for more information.

MP Global Business Marketing Professional

Global Strategic Marketing Professional with extensive experience specializing in domestic and international business development, marketing strategies, performance improvement and the pursuit of business growth in emerging markets. Focused on top management strategy-related issues directed at identifying and meeting corporate goals. Proven ability bringing together ideas and talent creating and delivering imaginative, commercially successful, high-quality products and services.

Extensive expertise working in a variety of environments and cultures developing / maintaining business relations in both foreign and domestic arenas including: France, UK, Germany, Canada, Israel, Korea, China, and the U.S.

- International Trade Development
 - Domestic / International Client Relations
 - Emerging Market Development; Sales
 - Logistics / Facilitation Management
 - Merchandising / Product Development
 - Licensing / Trademark Integrity
-
- Managed annual Marketing budgets up to *\$.25 million*
 - Established new marketing departments; created and implemented departmental policies and procedures
 - Identified and developed partnerships with external organizations for marketing & educational programming
 - Planned and executed domestic and international trade shows (*10 -15 annually*); resulted in a *20%* revenue increase
 - Conceptual development of corporate web sites to market products to clients (*business-to-business*) and end-users (*consumers*) for the purpose of education and lead generation
 - Managed product line fiscal responsibility, concept through to P/L; conducted cost analysis, product forecasting, negotiated rates, authorized business expenses for payment
 - Managed sales of *\$1.5M* with annual increases of *\$500,000+* via effective planning & execution of domestic and international trade shows; fostered International Commerce
 - As divisional representative, managed and directed the firm's National Cross-Serving Initiative

- **Certified Global Business Professional**, enrolled, Rutgers University, NJ, completion 12/2009
- **IBM "Software Top Gun"** program graduate, MD, 2007
- **B.S. International Trade / Marketing**, FIT (SUNY), NY, 1996

Please contact mmcclu1518@aol.com or (732) 598-2701 for additional information and a complete resume.

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Professional

PR Claims Examiner & Administrator

Senior Claims Examiner and Administrator with extensive experience in claims management and administration. Major strengths in problem solving, customer service interaction. A thorough and well organized planner with customer satisfaction, increasing personnel morale and production and technical expertise in audit and compliance regulations. A team player with excellent management, interpersonal and communications skill necessary to promote services or concepts. Adept at researching, reporting and presenting information.

CLAIMS EXAMINER

- Investigated, negotiated, processed and settled complex claims, from beginning stages.
- Interviewed or corresponded with claimant, consulted with hospitals and providers to determine extent of liability.
- Examined claims forms and financial records to determine insurance coverage.
- Negotiated claims settlements and recommended to corporate attorneys when settlement cannot be negotiated.
- Collected evidence to support contested claims in court.
- Interviewed or corresponded with claimants, policyholders, agents or third party to correct errors or omissions and to investigate questionable claims.
- Referred questionable claims to investigators or underwriters for investigation or rescission.

ADMINISTRATION

- Reviewed proposed claims settlement by Third Party Administrator for accuracy resulting in approximate savings of \$1 million.
- Acted as the liaison between the company and vendors, ensuring timely and accurate processing of payments and investigations, resulting in improved quality and costs.
- Audited Contract Workers' payments for accuracy and to satisfy company's and Sarbanes Oxley's requirements.
- Processed and reviewed claims to validate and qualify eligibility to increase efficiency and customer satisfaction while saving money and reducing liability.

EDUCATION

B.A. in Liberal Arts – University of Pennsylvania

PMP Certificate – Completed course work towards the PMP certification

Microsoft Office Suite - Avtech Institute of Technology

Please contact v2tracey@yahoo.com for more information and a complete resume.

PR Customer Service / Operations

Customer Service professional with extensive experience in management and administration. Major strengths in problem solving, customer service interaction. A thorough and well organized planner with customer satisfaction, increasing personnel morale and production and technical expertise in audit and compliance regulations. A team player with excellent management, interpersonal and communications skill necessary to promote services or concepts. Adept at researching, reporting and presenting information.

CUSTOMER SERVICE

- Kept records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Ensured that appropriate changes were made to resolve customers' problems.
- Improved customer satisfaction by ensuring compliance as well as saving time and money through identifying and responding to clients needs.
- Conferred with customers by telephone or written correspondence in order to provide information about products and services.

OPERATIONS

- Trained new employees to systems, procedures and government regulations. Training improved productivity and work-flow, thus reducing errors and improving customer satisfaction.
- Applied cash payments to existing contractual liabilities.
- Processed settlement checks to litigants in a timely manner to satisfy the courts requirements.

EDUCATION

B.A. in Liberal Arts – University of Pennsylvania

PMP Certificate – Completed course work towards the PMP certification

Microsoft Office Suite - Avtech Institute of Technology

Please contact v2tracey@yahoo.com for more information and a complete resume.

PR Data Analyst

Experienced, highly motivated, results-oriented data analyst with six years of experience in the finance and telecommunications industries. Proficient in Microsoft Office (Access, Excel, Word, Powerpoint). Maintained databases and wrote reports on sales, revenue, and traffic data. Willing to learn new tools as the job requires.

- Used MS Access and MS Excel to monitor buying prices for telephone traffic from Germany to around the world; originally, it took two days to update Excel tool, now it took 30-60 minutes.
- Trained in the online database ixTools Solution Suite in order to improve monitoring of buying prices of telephone traffic; managers were able to access prices quicker in order to determine which offer to take when sending telephone traffic.
- Updated ixTools databases with original offers from telecom clients so that managers could compare offers with rates in reports.
- Used MS Access, MS Excel, and ixTools Solution Suite to write reports on sales and revenue figures for products and traffic to monitor company progress.
- Compiled and wrote daily, weekly and monthly reports on agent productivity, schedule adherence, and call quality using CMS, Blue Pumpkin, and BPA databases
- Prepared monthly shift bid reports based on agent performance using MS Excel
- Compiled and wrote weekly reports on the progress of the technical service and retention lines of business using MS Excel
- Analyzed buy, sell and dividend transactions and cash holdings in Unified Managed and Single Managed Accounts from HSBC Bank using Compass
- Compiled and wrote reports on umbrella and sleeve level performance of Unified Managed and Single Managed Accounts from HSBC Bank
- Updated transaction amounts in Managed Assets Consulting Services database
- Monitored daily, monthly and quarterly rates of return on accounts from AIG
- Monitored quarterly statements of client accounts on PIMonitors

BA in Mathematics (Rutgers University)

MBA in Finance (Keller Graduate School of Management, DeVry University)

Graduate Certificate in Financial Analysis (Keller Graduate School of Management, DeVry University)

Please contact AnuKhare@aol.com or (732) 687-5091 for more information and complete resume.

PR Global Business Professional

Global Strategic Marketing Professional with extensive experience specializing in domestic and international business development, marketing strategies, performance improvement and the pursuit of business growth in emerging markets. Focused on top management strategy-related issues directed at identifying and meeting corporate goals. Proven ability bringing together ideas and talent creating and delivering imaginative, commercially successful, high-quality products and services.

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- Cultivated new and existing business via client relationships building; resulted in firm's advanced professional standing from IBM "Premiere Business Partner North America" to elite status, 1 of 5 IBM "Summit Partners"
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- Planned and executed domestic and international trade shows (*10 -15 annually*); resulted in a *20%* revenue increase

- **Certified Global Business Professional**, enrolled, Rutgers University, NJ, completion 12/2009
- **IBM "Software Top Gun"** program graduate, MD, 2007
- **B.S. International Trade / Marketing**, FIT (SUNY), NY, 1996

Please contact mmcclu1518@aol.com or (732) 598-2701 for additional information and a complete resume.

PR Paralegal / Compliance Professional

Strong time management, client focus, problem-solving and organizational proficiencies. Proven initiative, creativity and tenacity. Excellent interpersonal skills and enthusiasm.

Paralegal to Senior Chief Counsel

- Drafted memoranda and talking points for high level presentations
- Compiled corporate reports and high profile special assignments
- Developed retrieval system to handle numerous legal issues
- Liaised with section legal, administrative staff and outside counsel for CLE speakers

Paralegal and FINRA Series 7 registered representative

- Securities Compliance
- Broker-Dealer Compliance
- Investment Adviser Compliance
- Privacy Law
- Legislative Monitoring
- Legal Research and Due Diligence: Corporate Secretary's office; Compliance; Securities and Employment Law Sections

Paralegal

- Subsidiary Housekeeping and Compliance
- Securities Law: Contract negotiation and drafting
- Legal Research: securities and insurance

Skills

- Internet (Research, Lexis/Nexis, Westlaw, ACLI, NILS, Due Diligence)
- MS Office (Word, Excel, Access, Outlook)
- Lotus Notes
- I-Manage
- Secretariat

Education & Associations

B.A. – Queens College, City University of New York
ABA Paralegal Certificate -- New York University
Intellectual Property Certificate – New York University (in progress)
International Trademark Association – student member

Interests and Hobbies

- All Sentient Beings: Animal rescue organization: Treasurer
- US Power Squadron: Member

Please contact ensign303@earthlink.net for more information and a complete resume.

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Project Management

PM Project Management

- Solutions-focused Project Manager with broad-based experience in the successful management of projects for the research (R&D), IT, telecom, finance and insurance industries.
- Proven problem solver with successful R&D project management, IT applications and help desk management, sales and back-office applications and compliance experience in life and long term care insurance.
- Areas of expertise include project planning, cost analysis, containment, and reduction, developing and implementing processes, contract management and compliance, in house training.
- Proficient in MS Office Suite, Access, Siebel Sales Tools (Regression Testing, Helpdesk), Agency Integrator (Insurance), Polish and Russian languages. Working on project management certificate and MS Project.

Companies: Fortune 500 Companies / Global Companies involved with technology

General Electric, IBM, Alcatel-Lucent, Telecordia,

Novo Nordisk, etc.

Federal Government positions

Please contact csc5010@gmail.com for more information and a complete resume.

PM Project Management

- Successfully Project Managed training personal of new duties due to corporate restructuring. Increased Information Security department productivity by 44%.
- Successfully Project Managed conversion of manual terminations to automated process budget \$3.5 million. Collaborated with Payroll, Human Resources, Programming Lead and Global Security Group.
- Successfully Project Managed reduction of Information Security tasks to Canadian Help Desk budget \$5.8 million.
- Managed project progress on a continual basis, identifying resource, timeline, and budget issues. Work proactively with team and functional management to achieve timely resolution of any issues that would impact achieving project objectives.
- Proficient in MS Office Suite, RACF, CICS, DB2, Xellerate, and SAP/Virsa (compliance collaborator, access enforcer, and GRC firefighter).

Companies: Dun & Bradstreet, Computer Sciences Corp.

Bachelor Degree Computer Science
Pursuing Project Management Certificate, expected 4/09.

Please contact Valerie Mecca at vpmecca@optonline.net, or 732 303-9196 for more information and a complete resume.

PM Project Manager

Project Management Professional (PMP) with well-developed project and program management skills. Strong ability to grasp new concepts, strategies and initiatives. A resourceful team player, comfortable with self-starter and individual contributor roles. As a Solutions Program Manager, provide a rapid response to today's changing marketplace by leveraging synergies in cross-functional areas, comfortable ensuring responsibility and accountabilities in matrix management and virtual teams.

SKILLS SUMMARY

PMP (since 2005)
R&D – Software and Hardware Release Management (5 years)
Operations; Product Life Cycle Management (4 years)
Currently pursuing MS in Management full time at NJIT

Program Management, designed and implemented process improvements to gated development approach, with a focus on reducing the time between milestones. Was able to reduce the time to signature on service contracts by 50% Worked across multiple teams and reports to manage across the matrix organization. Responsible for facilitating cradle-to-grave management of solution teams with concurrent schedules.

Global Team Experience, managing projects and teams spanning multiple regions. This included Development in Australia, Germany and United States with Qualification in India, and Revenue Recognition in the UK. Interviewed by PM Network (the premiere magazine for project managers) on the topic of Virtual Teams and International Project Management.

Business Analyst and Project Management, Created and managed essential deliverables such as market, solution, and product requirements documents, as well as milestones for marketing and sales activities. Designed and developed progressive communications solutions. Worked with customer teams to evaluate clients' needs and provide a complete solution. Performed competitive research against the existing industry solutions. Created detailed project plans, requirements, technical documents; responsible for the implementation of requirements, integration, end-of-life plans.

Managed Large-Scale Projects, most recent project involved multiple individual product lines collaborating to create a single solution for the marketplace credited with an additional 45M in net revenue. Worked on the design and deployment of Wynn Resorts Las Vegas, responsible for the guest room telephony experience.

OEM and ODM Management, Accountable for new technology investments via OEM and ODM vendor selection activities, inclusive of the RFI/RFQ process. Managed the interdependencies and deliverables across all key stakeholders, including R&D, Marketing, Sales, CTO, Services and Product Management areas, ensuring timely release of products to market.

EDUCATION/AFFILIATIONS

MS in Management, NJIT (enrolled, expected 2010)
BA, Multimedia and Computer Science, State University of New York, Purchase, NY
Center for Creative Leadership, Foundations of Leadership, Greensboro, NC
Presenting Data and Information, Edward Tufte, San Francisco, CA
Project Management Institute Member and PMP certified

Please contact marah_rosenberg@hotmail.com for more information and a complete resume.

PM Project / Program Manager

Project Manager and Manager with solid experience in all aspects of successful software project development.

- In both employee and consultant roles worked with both large and small companies
- Specialist in highly visible projects
- MA degree in mathematics.
- Project management certification
- Certified Information Systems Auditor (CISA) and elected to two terms as President of the EDP Auditors Association, New Jersey Chapter
- Published author of several technical and non-technical books on topics ranging from computer math to car repair and carpentry.

Education

MA, Mathematics, State University of New York (SUNY) at Stony Brook, NY
BS, Mathematics, Polytechnic Institute of Brooklyn, Brooklyn, NY
Project Management Certificate, PMI / Stevens Institute of Technology
Certified Information Systems Auditor (CISA)
Dale Carnegie graduate

Please contact Jerry Clifford at jrcpd@yahoo.com for more information and a complete resume.

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Sales

SA Sales Engineer – High Tech/Telecom

Engineering sales and marketing professional with an outstanding track record of accomplishment. Hands-on technical experience designing and developing cutting-edge technologies utilized in the telecommunications and embedded computing industries. Highly skilled in leveraging technology expertise, business acumen, and relationship building abilities to consistently deliver innovative product design and solutions to customers at all levels. Proven ability to articulate technical concepts to both technical and non-technical audiences. Well-balanced blend of technical expertise and sales experience with a consultative approach to managing creative solutions to real customer problems.

MS-Electrical Engineering – Stevens Institute of Technology

Please contact Rmauro29@verizon.net for more information and a complete resume.

SA Sales and Marketing

Dynamic over 13 years sales, customer services and sales management career reflecting pioneering experience and record – breaking performance in the personnel, customer, retail sales management and oil & gas industries.

- Met and exceeded KPI sales target month over month in 10 locations over 185 employees in 1st quarter 2008 (incl. Techs) by over 145%
- Top district in Net Promoter scores multiple times in 2007/2008
- Passed all FAR – Audits sales operations all quarters
- Managed sales & customer care team to success for incremental sales month over month
- Developed & promoted 19 employees to management levels
- Recruited & Hired over 60 Management staff for the Region
- Maintained 105% staffing and headcount to plan
- Managed District with most improved churn rate in the region .075% by 250%
- Managed district to lead NPS scores Quarter over Quarter in NYM
- Worked closely with Area Quality Assurance Team to develop project charters, plans, timeline and objective
- Provided expertise and guidance to customer care and cross-departmental units within, district, region and area

District Manager – NY/NJ Region for Multiple locations:

Received Awards & Recognition

- Won director's trophy award (2002 & 2004)
- Winner Circle award recipient (2003, 2004, 2005)
- Won Top District Manager NYM Super Sales Power Play Contest (Feb. 08)
- Won Top District Manager NYM 20 Million Unlimited Possibilities Contest (Apr.08)

Education:

MS Management & Economic Planning (Major Marketing)

Harvard University Online courses: Current Leadership Training to date

- Leading Teams with Emotional intelligence: 12/2008
- Delegating: 2/2009
- Managing A Group: 2/2009
- Budgeting: 1/2009
- Advanced Hiring: 1/2009
- Managing the Managers: 2/2009

Dean's List Honoree First Class

Membership:

International Association for Research in Income & Wealth (IARIW-USA)

American Economic Association (AEA-USA)

Please contact Akin Moses Awofolaju MS Awofolaju@aol.com 732 441-7676 for more information and a complete resume.

SA Senior Manager – Customer Service & Sales

- Established contact with existing and new accounts resulting in an increase of 70% in part sales and doubled the top line sales within the first year of operation
- Merchandising front end of the service center to grow top line sales
- Conducted customer problems solving and resolution with warranty claims
- Relocated service center and merged two centers into one location saving 10% in expenses
- Handled all aspects of project including hiring of contractors and all details for new facility and consolidation
- Successfully managed, trained, recruited and evaluated a support team of seven
- Developed and implemented yearly business plan for unit that controlled profitability and expense
- Oversaw management of assets within the scope of Service Operations group
- Maintained inventory control effectively with a variance of \$368.00 on a total inventory of \$134,000
- Six Sigma training and experience reducing safety incidents by 25% in shop area
- Trained and developed support team for customer service excellence
- Handled all employee relations issues productivity, performance and morale
- Created and maintained yearly departmental budget in controlling expenses

Please contact jdse10473@aol.com or (732) 446-9050 for more information and a complete resume.

SA Senior Manager – Sales and Marketing

- Highly Accomplished Senior Manager with extensive P & L experience; Strong leadership and motivational skills derived from extensive experience with nation's largest residential homebuilding company
- Demonstrated success in Design, Development and Operation of complex, multi-million dollar master planned communities
- Exceptionally organized, detail oriented and disciplined with excellent interpersonal skills and the ability to motivate and direct others towards results driven performance
- Looking to use these skills in managing other businesses

AREAS of EXPERTISE

- Project Management
- Sales and Marketing
- Construction Management
- Forecasting and Planning
- Product Design and Development
- Safety and Compliance
- Property Management
- Operations

BS – Construction Management / Licensed Realtor

Please contact ehanggeli@yahoo.com or 732-674-3384 for more information.

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