

MICHELE MORAN

28 Years' experience in Human Resources Management

KNOWLEDGE, ABILITIES and SKILLS:

- Knowledge of theory, practices, and procedures
- Handle and assist with disciplinary and grievance procedures.
- Created employee performance evaluation procedures
- Knowledge and ability to interpret Policies, Procedures and Union Contracts
- Ability to read and interpret the provisions of New Jersey laws relating to personnel matters and the rules and regulations of the State Department of Personnel and to apply them to specific situations.
- Ability to analyze and resolve personnel and technical problems involved in the oversight of a personnel program.
- Ability to establish and maintain cooperative working relationships with associates and individuals engaged in or concerned with issues relating to public employment
- Ability to prepare reports
- Ability to establish and maintain records and files
- Proficient in computer skills, fax, copy machines and other computerized information systems

EXPERIENCE

Lahti's Club House, Pine Island, NY- Teacher and HR Supervisor September 2014- November 2020

- Provided HR support and guidance to the Club House owner
- Trained new staff
- Created and taught curriculums for preschool age students
- Created a curriculum, standardized and taught night classes for children 6 through 12 years of age
- Customized and lead parties and/or classes for children of all ages on weekends
- Taught S.T.E.M, science, art, reading/writing, cooking, social curriculums and standard pre-school curriculums.

Recruiter and Human Resources Consultant November 2005-September 2014

- Sourced, reviewed and screened resumes
- Interviewed applicants for various industries
- Coached, guided and answered Human Resources questions.

Staffing Consultant/ Recruiter- GAFMC 2005 – 2007

- Reviewed high volume of resumes for job specs in finding the ideal candidates
- Phone interviewed, cold called and screened applicants
- Recruited personnel- Hired/fired and counseled employees

- Negotiated employee contracts
- Met and worked closely with managers to ensure the right hire
- Utilized internet job boards and niche job-boards sites to source and screen candidates
- Held job fairs and recruiting events

November 1997 -2007
GAF Materials Corporation- Wayne, NJ- HR Manager and Staffing Specialist

- Established Personnel Policies and Procedures
- Recruited personnel- Hired/ fired and counseled
- Conducted investigations in personnel issues
- Evaluated performance of employees
- Prepared reports as needed for EEO, OSHA, US Bureau of Labor Statistics
- Handled all Personnel, disciplinary and grievance issues
- Created new positions and managed job requisitions
- Met and worked closely with managers to ensure the right hire
- Utilized internet job boards and niche job-boards sites to source and screen candidates
- Created and utilized an internal referral program to improve cost per hire
- Interviewed and hired all level positions from representative to Vice Presidents
- Developed a leadership development program for GAFMC to hire directly from colleges.
- Provide training for a fast-track management level position within 3 years.
- Held job fairs and recruiting events
- Proposed, extended and negotiated employment offers
- Interviewed and hired for all openings
- Handled labor relations issues
- Managed HR Assistant and 3 switchboard operators
- Worked closely with Vice President of HR, Benefits Manager, Director of Labor Relations, Payroll Manager and President of GAFMC
- Ghost writer for President of company
- Wrote and created marketing tools for GAFMC and advertised job positions or publishing sites and newspapers
- Was responsible for updating labor relations posters and employees on any changes that pertained to our business
- Issued FMLA and Worker's Comp paperwork as needed
- Created and updated Policy and Procedures

Saybolt, Inc. -Parsippany, NJ- HR Manager/Recruiter and Legal Assistant

March 1996-October 1996

- Sourced and screened resumes- Handled all recruiting
- Interviewed, hired, fired, conducted investigations and handled disciplinary actions
- Worked with Vice President of Legal Affairs on open cases and prepared any necessary documents needed for cases.
- Responsible for and handled HR Personnel Files and sensitive legal issues
- Worked closely with Benefits Director and payroll Manager on Cobra, FMLA and Worker's Comp cases
- Created and handled all employee orientation, training and benefit's questions.
- Handled disciplinary and grievance issues

**Kotliar Corporation- Rockaway, NJ Store/HR Manager/Recruiter
November 1992-March 1996**

- Managed store and ten employee functions
- Purchased inventory, created staff scheduled and handled all labor relations issues
- Created ads for newspapers, screened and interviewed all candidates
- Conducted background checks and drug screenings
- Created, interpreted and explained all Confidentiality Agreements
- Hired, trained counseled and terminated employees as needed
- Budgeted, ordered and displayed merchandise

EDUCATION

Morris County College, Randolph, NJ Psychology and Commercial Art

Cornell University, NY, NY- HR Certification

Certifications

- Selections and Staffing Certifications
- Certificates for HR and Essential of Interviewing courses
- Various AMA courses in staffing and Recruiting

ACTIVITIES

Member of AMA and SHRM