

Catherine Sullivan

Hazlet, New Jersey
(732) 977-2771
catsullivan714@gmail.com

Objective: Seeking an opportunity in a progressive, diversified company where I can utilize my skills gained through education and experience

Education: Bachelor of Science, Human Resource Management, 2018
Minor, Labor and Employment Relations
Rutgers, The State University of New Jersey

Computer Proficiency: Google Cloud and Microsoft Office Suite - Word, Excel, PowerPoint, Outlook, Internet Research and Social Media Platforms, ADP,

Skills: Independent thinker with excellent customer service and communication skills. Computation proficient and able to thrive in an active fast-paced environment

Work Experience:

September 2018 - Present ShipBob Inc.
87 34th Street
Brooklyn, NY 11232

Human Resources Generalist

- Communicates, delivers and maintains Human Resource processes, programs and systems for on-site employees
- Source, schedule, coordinate and conduct new employee interviews and make hiring recommendations
- Prepares offer letters and all new employee paperwork including payment information, benefits, I9 verification, E-Verify, and background check administration
- Track employee's attendance and manages leave of absences and unemployment claims
- Prepares, posts and monitors job openings
- Administer discipline notifications
- Maintain and update organizational charts, job descriptions and all confidential records and files
- Serves as a liaison to resolve employee issues

Recognized Accomplishments

- Created and maintains a cohesive onboarding and offboarding process for all employees
- Established attendance incentives for full time employees
- Assisted in creating a new employee training schedule
- Assist in philanthropic events

May 2016 – August 2018 Hollinger Insurance Jobs
1075 Easton Avenue
Somerset, NJ 08873

Customer Service Associate – Insurance Recruitment of Executive, Technical and Support Personnel

- Screen job candidates for qualifications, education and skill; align perspective candidate against job requirements
- Discuss requirements and applicant qualifications with hiring managers
- Keeps current candidate database

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- Serves as Office Manager, training new staff, scheduling appointments and events, keeping files current, answering phones and ordering office supplies
- Training of new hires and interns

December 2013 – May 2016

Payless Shoe Source

2107 New Jersey Route 35

Holmdel, NJ 07733

Key Holder/Sales Associate

- Participated in interviewing, training and onboarding of new staff hires
- Trained new employees
- Secured opening and closing of retail store, cash register reconciliation and bank deposits
- Inventory control, management of deliveries, display arrangements

Summer 2011 & 2012

Hazlet Township Board of Education

Teacher Assistant, Special Needs Population– Volunteer

- Assisted teacher with everyday classroom tasks
- Supervised students during recess, lunch and while waiting for the bus

Professional Organization:

Society of Human Resource Management

Other:

Rutgers Dance Marathon Fundraiser Participant* Rutgers Yoga and Reiki Club* Sigma Kappa Sorority* Alzheimer's Association Philanthropy Fundraising Committee* Clean Ocean Volunteer