

2075-A LINTON LAKE DR.
DELRAY BEACH, FL 33445

AARISIAN@HOTMAIL.COM
(561) 243-9519

Hands on Human Resources business professional who develops a productive, safe, and fun work environment that improves employee development, productivity, loyalty, and retention.

- **Employee Relations:** head off conflicts that reduce productivity and effectiveness; create an engaged workforce who are partners in achieving goals and help promote company employment brand
- **Safety-oriented:** Six figure 3 year savings in Workers Comp Premiums (5 facilities reduced incidents); created **Safety Teams** and Facility Inspections; savings redirected into benefits thus improving **morale/retention**
- Reduced reliance upon temporary staffing and recruiters except for bona fide short-term needs; reduced fees, labor cost, and turnover by recruiting good people to work alongside good people thus stabilizing work force
- Implemented Manager Trainings (Conducting Performance Reviews, Sexual Harassment Prevention, Leadership) to set people up to succeed in representing organizational initiatives & reduce compliance issues. Conducted trainings on customer service, supervision, investigations, and more.
- Created standard Orientation to insure that new team members are initially set up to succeed upon joining organization with the same message and information. Created user-friendly handbook to promote likelihood of it being read by staff.
- Improved **corporate communication** throughout organization through newsletter, email updates, & one-on-one talks leading to greater engagement.
- Implemented the **Honor Roll**, our monthly employee recognition/reward program
- Experience with **fringe benefits**, open enrollment for all eligible individuals to maximize understanding, participation, and cost-effective utilization of insurance products; introduced **wellness** initiatives, and flexible spending accounts
- Active in Human Resources community through Society of Human Resources Management (SHRM) and Human Resource Association of Palm Beach County (HRPBC)
- Corporate Citizen: Participated in the following charities: The United Way, The Stephanie Steed Foundation, The March of Dimes, Toys for Tots, The American Cancer Society, & Little Smiles,

Works with all segments of business to achieve organizational goals using 4 core principles:

1. Treat your people well and the return on investment is exponentially delivered to the organization and customers.
2. Good management requires setting up your people to succeed.
3. People trust us with the safety and welfare of their loved ones each day. We must take that responsibility very seriously.
4. We spend a majority of our waking hours at work, it should be a place that we enjoy, rather than dread

EXPERIENCE**• NYTEF GROUP**

W Palm Beach, FL

AUG 2006 – DEC 2009

HUMAN RESOURCES DIRECTOR

Responsible for the HR functions of national manufacturing organization that includes 3 plastics companies operating in 5 states while reporting to Chief Financial Officer. Responsibilities included compliance, staffing/recruiting, corporate communication, benefits, training, & performance management.

1. Used safety initiatives to improve engagement, teamwork, productivity, morale, and retention while applying financial gains toward benefits package.
2. Identified skills gaps, secured grant funding for training to increase engagement and productivity.
3. Took advantage of available resources to hire free summer labor using grant funding, which benefitted the local communities and mitigated the workload of our team members.
4. Initiated project using feedback from our customer service frontline team members that identified chief customer complaints and used solutions from team members to deliver win-win outcome: happier customers and an empowered engaged staff that eliminated frustrating obstacles to their success and job satisfaction.

• ADSOUTH PARTNERS, INC

Boca Raton, FL

SEP 2005 – MAY 2006

VP CORPORATE AFFAIRS

Responsibilities included: overseeing all Human Resources functions for AdSouth Partners Inc., an advertising agency and product distributor as well as its subsidiary Genco Power Solutions, providing installation and service of standby generators; Office Management of AdSouth Inc.; overseeing Internal Communications; overseeing building security; assist VP of Operations in meeting demands of business.

1. Researched and Implemented corporate Medical/Dental/Life Insurance coverage
2. Reduced Office Supply Expenditures by conducting price survey, switching vendors, and ordering on a monthly basis to secure favorable discounted volume pricing.
3. Revised Performance Appraisal process to include self-reviews which aid managers in setting goals for team members and recognizing inefficiencies and logistical challenges.
4. Established Work-Life Program, which includes workplace satisfaction survey, discounts on products/services, events, and companywide peer recognition and reward program among highlights.

• ESQUIRE CORPORATE SERVICES

Ft Lauderdale, FL

JAN 2005 – SEP 2005

PM CALL CENTER SUPERVISOR

(Largest national provider of legal support resources such as court reporters, videographers, and printing)

Reporting to General Manager and Operations Manager, established terms of service with law firms and communicated these terms to Esquire offices nationally. Worked with GMs of Esquire offices and vendors to execute protocol, including any required follow up with clients. Oversaw evening scheduling staff and resolved any escalating issues. Established and published "The Minutes," newsletter.

1. Maximized productivity of staff by improving processes and developing staff by encouraging professional growth, and cross training to maximize flexibility without adding to payroll.
2. Developed and implemented Esquire's Work-Life Program, established with the goal of making Esquire an Employer of Choice.
3. Worked with Information Technology team to create website tool that reduced labor cost and created convenient user-friendly tool for corporate clients to establish and update service.

- **REXALL SUNDOWN**

Boca Raton, FL

FEB 1999 – MAY 2004 HR REP – CALL CENTER REP (SALES & MARKETING)

(\$200 million international distributor of nutritional and personal care products)

Human Resources Representative

Reporting to the Vice President of Human Resources, acted as sole HR representative for Florida operations overseeing distribution center and office employees. Directed staffing, benefits enrollment, terminations and employee relations initiatives. Acted as office mediator, developed and implemented team-building activities. Planned and implemented on-site and off-site events.

1. Directed internal corporate communications that included a newsletter, "United," for Florida employees.
2. Developed and implemented evacuation procedure for workplace, and implemented and managed Employee recognition and reward programs.
3. Created and administered Employee Satisfaction Surveys that saw satisfaction increase from 77 to 89%.

Sales Support / Employee Relations Specialist/ Corporate Tour Coordinator

Managed all VIP accounts and handled all aspects of the business including training, compensation, product information, sales, problem analysis/resolution, and consulting. Assisted in the development and execution of HR initiatives for 2003 and 2004. Provided writing assistance to Sales and Marketing. Researched, developed, and served as guide for corporate tour program. Aided in management of corporate Leads Program & oversaw the Employee Suggestions Program. Developed and nurtured relationships with VIP clients as well as area sports teams, theatres, and clubs. Developed and oversaw employee discount programs with vendors, associations, venues, and hotels. Employee of the Month, January 2002 & November 2003.

Technical Support for Unicity.net, the company internet site, for clients and users.

Customer Care Representative, Call Center

Hired as temp from Remedy Staffing; permanent from May 1999

Began as Order Processing Representative; promoted to Distributor Services Account Representative

Earned Employee of the Month, September 2000

KNOWLEDGE, SKILLS, ABILITIES

- **Computers/Software:** PC literate (Microsoft Windows, Office, data entry); ADP Payexpert (payroll); Staff Manager; various training platforms; Great Plains (HRIS); Passport (CRM software); Business Objects
- **Excellent Communication Skills:** Since 1997 have been editor of internal newsletter at each work place. Prefer to get out in front of news, rather than let grapevine thrive. Extensive public-speaking/master of ceremonies/theatric experience
- **Excellent Leadership & Mentoring Skills**
- **Strong problem-solving ability, creativity, & innovation**
- **Report to and advise Executive Management** on possible courses of action to yield winning outcomes
- **Ongoing training** and research to stay current with legal obligations and proposed legislation

EDUCATION, TRAINING, & HONORS**Professional Human Resources (PHR)**

Business Administration- Management

Herbert Berghof Studios

College track (HS Diploma)

O.S.H.A. 10 Certified**CPR – First Aid Certified** American Red Cross

Employee of the Month winner (multiple times)

HRCI - Northwood University, FL

Naugatuck Valley Community College, CT

New York, NY

Watertown High School, CT

MEMBERSHIPS & AFFILIATIONS

Society for Human Resource Management (SHRM)

Human Resource Association of Palm Beach County (HRPBC)