

# SARAH SUMMERS

81 State St. ✧ Brookside, NY 22189  
212-874-3521 ✧ sarah.summers@aol.com

## Immediate Value Offered

### Outstanding ability

managing and  
training large  
groups of staff.

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**Significant  
experience** with  
performance  
evaluations,  
interviewing,  
benefits,  
compensation  
and incentives.

## HUMAN RESOURCE GENERALIST

Educated and dynamic Human Resources professional with a blend of personnel administration, training and development, office support, and customer service in diverse environments. Leverage HR graduate education with a track record of successful event coordination, staffing initiatives, networking, and cultivating lasting relationships with clients. Strengths include:

Human Resources... Staff Development... Training Implementation... Team Leadership...  
New Hire Interviews... Onboarding... People Resources... Event Coordination...  
Operational Performance... Productivity Improvements... Masters Degree in HR...

*"Sarah has the capacity to coordinate, train and manage large groups of people while motivating staff to perform above and beyond expectations. —Mark Blackwell, Manager, Procurement Department, Joseph H. Stuart Co.*

## EXPERIENCE & ACCOMPLISHMENTS

### Human Resources, Leadership, Training & Development, Staffing, Improvements

- Drove the staffing initiative of 40 new employees, both local and regional, during a new customer start up in half the time; recruited and oriented travel and legal professionals.
- Executed all HR responsibilities for a travel staff of 35-40 including benefits, corrective action, compensation, employee performance and relations. Performed onboarding and training.
- Provided performance evaluation and management (career counseling, annual reviews, team building and conflict management) to staff.
- Interviewed legal candidates and assessed skill sets and ability to work within a variety of local law firms and their cultures. Every permanent placement made was successful.

### Trade Shows, Event Coordination, Office Administration, Technology

- Co-created a web-based supplier portal that integrates directly from Stuart's website.
- Assisted in booth control at a LMFI regional trade show, New York 2008.
- Downsized and reorganized office personnel during the chaotic post-9/11 travel environment. Reduced budget by 25% while increasing efficiency and performance of remaining staff.
- Coordinated all travel plans, ground transport, conference room logistics, catering and evening/group activities with groups of up to 75.

## CAREER CHRONOLOGY

JOSEPH H. STUART CO., New York, NY	2008 to Present
<b>Administrative Assistant, Procurement Department</b>	
PARADISE TRAVEL, Allegany, NY	2000 to 2008
<b>Supervisor</b>	
STAFFING INCORPORATED, Albany,	1999 to 2000
<b>Staffing Executive</b>	
RHEINHOLD, BAUER, TRAVIS & FINN, Washington, DC	1994 to 1999
<b>Employment Law Legal Assistant / Travel Coordinator</b>	

## EDUCATION & PROFESSIONAL DEVELOPMENT

**Masters of Science, Human Resources,** LOYOLA UNIVERSITY, Chicago, IL — 2007  
**Bachelor of Arts, Psychology,** GEORGE MASON UNIVERSITY, Fairfax, VA — 1998