

Personnel Specialist (Human Resources Management)

JOHN PIERCE

PERSONNEL ADMINISTRATION OR INDUSTRIAL RELATIONS

230 Matawah Boulevard ☎ Raritan Township, New Jersey 09876 ☎ (201) 345-6789

PERSONNEL AND INDUSTRIAL RELATIONS ADMINISTRATOR, trained in personnel, labor relations, and law, with experience in both personnel management and industrial relations, seeks personnel administrative position with large industrial or service organization. Willing to relocate anywhere in the United States.

EXPERIENCE:

Twelve years of progressive experience in personnel and industrial relations – 1982-present

1992-present – MANAGER OF INDUSTRIAL RELATIONS. **Masterson-Brent Electric Company**.

Elizabeth, New Jersey. Complete charge of all labor relations between this manufacturer of electric motors and its 500 union workers. Report directly to Vice President of Personnel. Collaborate with Personnel Department to establish labor policy, negotiate labor contracts, participate on grievance committees, maintain records, ensure fair hiring practices, and check all labor transactions for conformity with law. Supervise staff of eight.

1987-1992 – ASSISTANT MANAGER OF PERSONNEL, **Ambo Coffee Company**, Brooklyn, New York. This Brazilian-based firm employs 2,000 office and warehouse workers in its Brooklyn facility. I supervised a staff of six interviewers and testers for hiring of both office and warehouse personnel. In addition, my staff maintained all records for warehouse personnel and devised policy for training, rating, and disciplining skilled and unskilled workers.

1982-1987 – PLACEMENT OFFICE INTERN, **St. Regis College**, Short Hills, New Jersey. While completing my Juris Doctor at St. Regis, I assisted the Director of Placement in scheduling the visits of 150 companies in on-campus recruiting.

EDUCATION:

JURIS DOCTOR, **St. Regis College**, Short Hills, New Jersey, June 1987. Degree conferred with honors. Admitted to New Jersey Bar 1988.

BACHELOR OF SCIENCE, MANAGEMENT, **St. Regis University**, June 1982.

REFERENCES:

Available upon request.