

CATHERINE SALINO

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PROFILE

Human Resources Junior Generalist with proven ability to build strong relationships among internal and external customers. Background in HR generalist affairs, including experience in employee recruitment and retention, corporate enhancement, HR data management and policies development, safety assurance, multi-level administrative support, and conflict resolution.

- *Experience in IT Infrastructure and Sustainable Energy | Confident Presenter & Support Material Creator | Data Analysis | High Level Organizational Aptitude and Technology Competence (Microsoft Office 365, G Suite, Sage HRMS/ESS, Predictive Index) | Dual citizenship in US and EU*

PROFESSIONAL EXPERIENCE

ComNet Communications, Bethel, CT

January 2020-Sept 2022

HR Junior Generalist

- Involved in all people aspects working as part of a three person HR team that directly supports the Executive Board and 400 employees operating nationwide
- Talent Acquisition: Collaborated with 50 Local High Schools (CT, NY, TX, FL), Establish Earn While You Learn and Veterans Outreach Program, Create PowerPoint Material to attract potential recruits, Initial point of contact for full cycle field recruiting and onboarding. Expanded to new job posting platforms (Dice, Handshake) and travel to other divisions to network. Assisted in hiring & retaining 150 new employees, while reducing turnover from 29% during the Pandemic in 2020, to 7% by the end of 2021.
- Payroll Processing: ensure accurate/timely pay for 200 Corporate and Union Employees that report to HQ
- HRIS Technology: maintain confidential records, create reports and analyze data, assist in troubleshooting
- Training & Advancement: Coordinate Virtual and In-person trainings (Predictive Index, CommScope, Nextivity, OSHA, CPR, Lift/Harness Safety) ensuring employee productivity and manager enablement
- Corporate Safety: Member of National Safety Council, spearheaded two safety campaigns in 2021, determine enhancements and compliance for 2022, coordinated National Safety Week, created Safety Presentations, Manage LMS process (OpenSesame), consistently updated Covid-19 Protocols and Data
- Organization Development: Review annual employee evaluations, Merit Increase data analysis, contribute to PIP procedure, guide employees on internal policies and labor laws, conduct ongoing research, oversaw execution of revised employee handbook

T2M Global, Danbury, CT

June 2019-March 2021

Operations Associate/Administrative Assistant

- Created multiple databases for expense reporting, time sheet acceptance
- Analyzed and reported on financial work streams for adherence to proper expense reporting
- Managed CRM system to ensure proper client follow up for C level Executives within organization
- Assisted in creating all job postings and became an integral member of interview process
- Organized and maintained corporate files; sales information as well as financial data to streamline and implement processes for proper follow up/billing for all client data
- Partnered with executives to respond to all RFP's for CA/CT state funded Sustainable Energy projects; heavily involved with editing (Waste Heat to Power, Thermal Energy Storage in Osmotic Polymers)
- Organized corporate events

Childcare Services, New Fairfield, CT

Sept 2017-June 2021

Nanny (multiple households)

- Ensured the safety and supervision of over 25 children aged newborn to teenager, while easily adapting to different household environments to cater to the individual family needs, and remaining readily available to watch children with little-to-no notice

American Cancer Society – Relay for Life, New Fairfield, CT

Sept 2013-June 2016

Student Event Coordinator, Non-Profit Organization

- Assisted Staff Partner and Event Chair in planning, major decision making, and leading an event that raised funds of \$175,000+ annually

EDUCATION

Western Connecticut State University, Danbury, CT

Ancell School of Business, AACSB Accreditation

Master of Business Administration, 3.8 GPA

BBA: Management, Concentration: Human Resources

Summer 2020-Spring 2021

Fall 2016-Spring 2020

The Phillip University of Marburg, Marburg, Germany

Spring 2019

International Student Exchange Program

ASSOCIATIONS & CERTIFICATIONS

- **SHRM National**, member **Fall 2019- Present**
- **WCSU First-Year Program**, *peer mentor* **Summer 2018-Spring 2020**
- **NASPA Peer Educator Program**, *certified* **Fall 2018-Spring 2020**
- **WCSU National Society of Leadership & Success**, *member* **Spring 2017-Spring 2020**
- **Amnesty International**, *member* **Spring 2017-Spring 2018**