

KAREN ROSSI

617.797.5443 | kikiarossi@gmail.com | Sudbury, MA

Event Planner and Administrative Assistant offering a background in talent acquisition, executive staffing, project management, and graduate admissions application processing. An influential communicator with a solid track record of success in screening, interviewing, negotiating, sourcing, and closing top candidates with a strong background in full life cycle recruitment. Exceptional technology abilities combined with demonstrated ability to deliver solutions, manage, and develop talent, establish strategic relationships, and successfully implement and oversee complex projects.

AREAS OF EXPERTISE

Project Management | Recruitment | Project Planning & Implementation | Event Planning | Contract Negotiation | ATS
Pipeline Management | Client Relations | Graduate Admissions Application Processing | Job Boards | Social Media |
Screening/Verifying

PROFESSIONAL EXPERIENCE

Contract Graduate Application Processor | Harvard T.H. Chan School of Public Health 11/2023-1/2024

- Working in the Liaison WebAdMIT application database, responsible for sorting and reviewing domestic and international applications for admission
- Track applications for completion and forward for review to academic departments and programs
- Communicate with applicants regarding application status, including missing documents
- Process applications in PeopleSoft Campus Solutions (my.harvard)
- Conduct benchmarking projects by request of Director of Admissions
- Support Admissions Office staff
- General office duties
- Full-time hybrid role

Contract Project Manager | Spectrum Staffing and Beacon Hill Associates

12/2022-10/2023

In-person executive administrative assistant, coordinating office management duties, calendars, meeting planning and travel arrangements. Managed complex high tech office moves and vendor contract management.

Administrative Project Manager | RMN Electi Global Executive Search | Lincoln, MA

4/2022-12/2022

Virtual and in-person executive administrative assistant, coordinating accounts and calendars, digitizing paper files, and delivering administrative support to the company's founder.

- Lead and organize all-hands business retreats, in addition to in-person, executive, online, remote, and off-site meetings.
- Create, edit, and post position descriptions, oversee contractors, arrange interviews, and work with recruiting managers to function as a bridge between project management, talent acquisition, and human resources.
- Organize business functions, such as luncheons, banquets, and conferences.
- Deliver assistance to newly added search partners and recruiters.

Corporate Lead Recruiter | Mahoney's Garden Centers | Winchester, MA

2/2019-4/2022

- Worked as a virtual administrative assistant and managed the staffing funnel for headquarters and eight retail locations, managing and onboarding candidates through Handshake, RecruiterBox, Applicant Stack, and ADP.
- Recruited executive level positions and handled hiring process for management, hourly, financial, and IT hires.
- Managed the iterative process of producing and posting job descriptions on multiple platforms.
- Collaborated with human resources experts to review and approve job postings.
- Completed 40-50 interviews per week and managed the employment process for all store managers.
- Planned and coordinated job fairs in Boston and Cape Cod.
- Oversaw Family and Medical Leave Act (FMLA) regulations for annual benefit changes.
- Performed company-wide management training/software conversion from legacy recruiter tool to Applicant Stack, which integrated payroll and onboarding.

Project Manager | Next Generation Strategies | Hingham, MA**4/2018- 5/2019**

- Directed the corporate communications projects and events relating to public affairs, elections and town meetings.
- Led communication strategy for multi-state environmental infrastructure and real estate development campaigns, including volunteer recruitment.
- Managed reporting analytics and data entry management using NGP Van campaign software.
- Coordinated GOTV & Election Day War Room communications, content, data tracking for email, social media, and phone.
- Facilitated, coordinated, and carried out campaign activities for state and municipal lobbyists.
- Supported client account needs for all operations and logistics pertaining to events, conferences, yearly awards banquets, speaker preparation, and event Q&A support.

Director of Operations | South End Buttery | Boston, MA**6/2013-4/2018**

- Supervised hiring process for catering company, four retail sites, delivery logistics, and an airport facility.
- Reduced staff turnover for 50-person company, increased revenue, cut food and beverage costs, and improved staff training and service standards.
- Modernized POS, reservations, QuickBooks, tax, insurance, and payroll office systems.
- Directed reform of kitchen and administrative departments, and recruited, hired, and educated managers and chefs of dining room, bar, café, and delivery service.
- Controlled logistics and delivery for all units, including a food division and an airport retail center.

EDUCATION

Bachelor's Degree, International Relations & Political Science | Simmons College | Boston, MA

CERTIFICATIONS

Agile Project Management Certification
Agile Delivery Methodology Certification

TECHNICAL COMPETENCIES

ADP, Recruiterbox, Applicant Stack, Handshake, Salesforce, QuickBooks, Zen Desk, Slack, Jira, Smartsheet
Google Analytics, WebEx, Concur, Zoom, MS Office Suite, Constant Contact, Dropbox, Slide Share, Mail Chimp,
LiaisonWebAdMIT, PeopleSoft Campus Solutions