

Stuart Marcus, SHRM-SCP, SPHR

28 Salmon Road, Landing, NJ 07850
Telephone: 973.945.0618 ▪ E-mail: stuart@stuartmarcus.net

QUALIFICATIONS SUMMARY

Offering over 20 years of HR management experience and background of repeated success implementing proven strategies and processes while building successful HR departments from the ground up that deliver critical business and people solutions. Skilled with a demonstrated track record of transforming disorganized HR organizations into cost-efficient strategic entities and valued partners in attaining top-priority business goals. Strong passion for working with people of all types and levels within the organization as evidenced by my experiences within the HR discipline and educational fields.

Strong cross-industry background and experience supporting a variety of workforce sizes (50 – 3000 employees) in multiple locations, exempt / non-exempt, temporary staff, front-line staff, and mid-level to senior level management. Key contributor on executive teams, participating in organizational development and corporate strategic planning. Excellent team leader and supervisor, skilled at motivating HR staff to perform at superior levels.

CORE COMPETENCIES

- ✓ HR Department Head & Team Leader
- ✓ Strategic Planning / Visioning
- ✓ Employee Relations
- ✓ Best HR Practices
- ✓ HR Budgeting & Forecasting
- ✓ Benefits & Vendor Management
- ✓ Full Cycle Recruitment, selection & onboarding
- ✓ HRIS / HRMS / Automation
- ✓ Global HR Alignment Strategies
- ✓ HR Audits

PROFESSIONAL EXPERIENCE

ROXBURY SCHOOL DISTRICT ▪ Succasunna, NJ

SUBSTITUTE TEACHER

September 2016 -Present

SPECIAL EDUCATION PARAPROFESSIONAL

October 2011-June 2016

- Facilitate students in building skills to assist in success in the workplace. These skills include Job Search (applications/resumes, interviewing, follow up), Social Literacy, Time Management, Safety, Independence, Following Directions, Conflict Resolution, Organization, and Interpersonal Skills.
- Worked with students with such disabilities as ADHD, ADD, Autism, Behavioral, etc. to facilitate their learning and successful education. Worked with classroom teachers to develop plans to maximize student interaction and skills development

ROBERT HALF INTERNATIONAL. ▪ Parsippany, NJ

SENIOR HR PROFESSIONAL

June 2015 – July 2015

- Various temporary assignments in the field of HR Management that have diverse responsibilities

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GENERAL CHEMICAL INDUSTRIAL PRODUCTS ▪ East Hanover, NJ

MANAGER, CORPORATE HUMAN RESOURCES

2006-2008

As a Corporate Human Resources Manager, I led the corporate HR functions (corporate & plant) and initiatives that included full responsibility for the delivery of employee relations programs.

NOTABLE CONTRIBUTIONS:

- ❑ Assessed HR requirements of companies considered for acquisition and integrated all HR and payroll systems and activities Gained exceptional skills and knowledge in conducting comprehensive claim investigation to analyze and identify potential fraud
- ❑ Advocated the purchase and implementation of a software system that focused the employee review process, enabling specific goal setting, provided objective evaluation criteria and comments, and monitored annual performance and goal actions. Saved approximately 120 hours of time annually per manager
- ❑ Worked hand in hand with the IT Director to construct an intranet site and locate all key documents, policies, employee handbook and other information within easy access to both internal and remote employees. Saved HR staff approximately 45 – 50 hours annually.

MBH SOLUTIONS, INC. ▪ Teaneck, NJ

DIRECTOR, HUMAN RESOURCES & ADMINISTRATION

2004-2006

As the Director of HR & Administration, I was tasked with creating and developing a strategic & tactical HR function that addressed both current as well as future growth plans. This was accomplished within an environment of extremely tight budgets and negative cash flow.

NOTABLE CONTRIBUTIONS:

- ❑ Negotiated directly with benefit vendors that resulted in dramatic cost savings (approximately 30%) without sacrificing coverage levels
- ❑ Developed and administered a process for review and approval for any purchase requests outside of the standard stock that led to a decrease in office supply costs of \$70k annually.
- ❑ Improved administrative efficiency by identifying, selecting, and implementing a new system that produced no data errors, increased record retrieval ease, and enhanced management and tracking of HR metrics. Provided all audit functions for payroll processing through Paychex on a periodic basis. Assured legal compliance for all FLSA and payroll tax issues.

ADDITIONAL EMPLOYMENT

NWNJ FEDERAL CREDIT UNION	BOARD OF DIRECTORS	1993 – 2013
ALFA WASSERMANN, INC.	HUMAN RESOURCES MANAGER	2000 - 2001
NEC RESEARCH INSTITUTE	HUMAN RESOURCES MANAGER	1999 – 2000
AJILON SERVICES	DIRECTOR, HUMAN RESOURCES	1997 - 1999

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EDUCATION

**BACHELOR OF SCIENCE – DOUBLE MAJOR
INDUSTRIAL RELATIONS
MANAGEMENT & ORGANIZATIONAL BEHAVIOR
RIDER COLLEGE ▪ Lawrenceville, NJ**

PROFESSIONAL CERTIFICATIONS

**SHRM – SCP CERTIFICATION 2015
SPHR CERTIFICATION 1991**

CONTINUED EDUCATION

**CERTIFICATE PROGRAM – SHRM ESSENTIALS OF HR MANAGEMENT (2014)
CERTIFICATE PROGRAM – PAYROLL ADMINISTRATION – AMERICAN PAYROLL ASSOCIATION (1994)
CERTIFICATE PROGRAM – COMPUTER APPLICATIONS – FAIRLEIGH DICKINSON UNIVERSITY (1994)
CERTIFICATE PROGRAM – HUMAN RESOURCES ADMINISTRATION – RUTGERS UNIVERSITY (1993)
CERTIFICATE PROGRAM – EMPLOYEE RELATIONS LAW – INSTITUTE FOR APPLIED MANAGEMENT & LAW (1987)**

COMMUNITY ACTIVITIES & SERVICE

**ROXBURY TOWNSHIP SOCCER COACH
ROXBURY SOCCER CLUB REFEREE COORDINATOR
GRADE 9 CERTIFIED SOCCER REFEREE
NOTARY PUBLIC**

LINKS

<http://www.profile.stuartmarcus.net>
<http://www.linkedin.com/in/stuartmarcus>
<http://vizualize.me/stuartm2032>

