

## **JENNIFER BERONIO**

16A Leva Drive, Morristown, NJ 07960

201-787-9348 [jbt1063@aol.com](mailto:jbt1063@aol.com)

**OBJECTIVE:** To secure a challenging position that will afford me the opportunity to use my office management, inter-personal and communication skills.

**EXPERIENCE:** **THE CALAIS SCHOOL, Whippany, NJ**  
***Human Resources Generalist/Assistant to the Executive Director***

July 2010 to

Present

Responsible for all aspects of human resources, development, admissions, marketing, strategic planning and fundraising. This includes interfacing with parents and case managers, and recruiting, interviewing, marketing and fundraising under the direction of the Executive Director and Business Manager. Collaborates with the School Board of Directors on marketing projects, strategic planning and project management.

**THE CALAIS FOUNDATION, Whippany, NJ**

***Secretary, Non-Profit Organization***

July 2010 to

Present

Executive Board Members working on outreach and development and responsible for the planning of events supporting students in the special needs community.

**DR. JOHN P. BERONIO MEMORIAL FOUNDATION, Parsippany, NJ**

***Director, Non-Profit Organization***

January 2007 to

Present

Responsible for the planning and fundraising of annual benefit to support children of special needs. Duties include soliciting new sponsors, working with vendors and venue to coordinate event. Designed brochure and ad journal.

**ROMACO, INC., Morris Plains, New Jersey**

***Office/Human Resource Manager***

December 1988 to

March 1996

Performed all aspects of human resources including: recruiting, interviewing, reference checks, and the verification of all pertinent candidate information. Maintained company personnel files. Processed payroll to ADP on a semi-monthly basis. Adjusted payroll for new hires, terminations, vacation time, bonuses, and garnishments. Prepared offer letters and new hire packets. Performed the orientation of new employees. Responsible for employee relations and the administration of employee benefit plans. Implemented personnel policies and procedures. Developed and maintained employee handbook. Coordinated and planned company special events and trade shows. Completed special projects assigned by President.

**EDUCATION:** **ROSEMONT COLLEGE, Rosemont, PA**

Bachelor of Arts in Social Science

Concentration in Business Administration

**COMPUTER LITERACY:**

Google, MS Word, MS Office, MS Excel, MS Outlook, PowerPoint, Publisher, Salesforce, Network for Good, Greater Giving, Paylocity, Zoom

**PROFESSIONAL AFFILIATIONS:**

Rosemont College Alumni Board of Trustees, Morris County Chamber of Commerce, Society for Human Resource Management, Commerce and Industry Association of New Jersey, Association of Fundraising Professionals, Notary Public