

Tiffany Saviano

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EDUCATION

Western Connecticut State University, Danbury, CT 2022 - Current

Master of Business Administration

Expected date of graduation: December 2023

GPA: 4.0

Western Connecticut State University, Danbury, CT 2018 - 2022

Bachelor of Business Administration – Concentration: Human Resources Management

Bachelor of Arts – Political Science

Dean's List every semester

Cumulative GPA: 3.88/4.0

Immaculate High School, Danbury, CT

PROFESSIONAL EXPERIENCE

The Rizzo Companies, Danbury, CT

Director of Human Resources

April 2022 – Current

- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Creates and implements employee relations policies to help increase employees' job satisfaction.
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
- Operate as a payroll back-up to ensure smooth payroll processing and administration
- Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
- Assists executive management in the annual review, preparation and administration of the organization's wage and salary program.
- Devise a list of procedures and practices for hiring new employees and managing our staff.
- Coordinates or conducts exit interviews to determine reasons behind separations.
- Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Leads company's compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, the Affirmative Action Program (AAP).
- Establishes an orientation procedure for onboarding new hires and training them to meet the needs of the company.
- Develops and maintains a human resource information system that meets the organization's personnel information needs.
- Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines.
- Coordinates and administers employee benefits with the help of a broker.

Western Connecticut State University, Danbury, CT

Human Resources Intern

August 2021 – May 2022

- Responsible for managing student employment at the University (800+)
- Completed New Hire packets, I-9 Employment Verifications, established student accounts in Core-CT (HRMS), oversee student employee payroll functions

- Assist with University recruitments; Responsible for compiling applicant materials, updated pre-screening grids, reviewing position announcements, sending materials to the search committee
- Administer direct deposit changes, employment verifications, and password resets
- Maintain confidential employee and student data in SecNet (Server Storage) and physical copies
- Customer Service oriented - Act as front desk reception, greeting customers, answering phones, and distribute office mail

Meyer Jabara Hotels, Danbury, CT

Human Resources Intern

June 2021 – August 2021

- Work with 29 different hotels across several brands in 11 different states
- Experience with Ceridian's Dayforce HCM software platform
- Interact with teams in a remote setting
- Update internal databases with new employee information and maintain records of employee-related data
- Conduct audits of data and other HR programs
- Assist with HR projects/reporting
- Review and redesign employee collateral documents (onboarding forms, training resources, templates, etc.)
- Assist with system upgrades and optimization of their HRIS
- Contribute to the redesign of recruitment & retention strategies

Danbury City Hall, Danbury, CT

Mayor's Office Intern

June 2015 – August 2018

- Carrying out the goals and agenda of the Mayor and his staff
- Routine office tasks, such as constituent outreach, answering phone calls, data entry, write letters on behalf of the Mayor, attend meetings and take notes, and work at special events on evenings/weekends • Provide general administrative support to the Mayor's Office

AWARDS & HONORS

Member of Beta Gamma Sigma (International Business Honor Society), 2022 - Current
Recipient of the WCSU Russell Fryer Political Science Recognition Award, 2022
Member of Pi Sigma Alpha (National Political Science Honor Society), 2021 – 2022
Member of the Kathwari Honors Program, 2018 – 2022

SKILLS/SOFTWARE

Microsoft Office Suite, PeopleSoft Core-CT HRIS, Ceridian Dayforce HRIS, BambooHR HRIS, Sage Timberline Payroll Management System, HH2 Cloud Services – Construction Management Software

CERTIFICATIONS

Notary Public, State of Connecticut

Issued July 2022 – Expires July 2027

VOLUNTEER EXPERIENCE

Volunteer for various local political campaigns, including former Mayor Boughton's mayoral and gubernatorial campaigns, along with former Senator Michael McLachlan's campaign for 24th District State Senate (CT). Includes: attending campaign events, making telephone calls to voters, and taking part in campaign activities

REFERENCES

References provided upon request.