**[Human Resources Event Planning](https://www.postjobfree.com/resume/ad07j0/human-resources-event-washington-dc)**

**Location:**Washington, DC

**Posted:**November 16, 2023

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**Resume:**

Eileen McCarthy

Dynamic Results-Driven HR Recruiter / Director / Achiever

Washington, DC 20009

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+1 202.510.1749

Seasoned Human Resources professional seeking an opportunity to contribute to organizational success and improve efficiencies utilizing insightful problem solving, 25+ years of recruiting experience, employee relations / conflict resolution expertise, performance reviews/evaluations, compensation / salary negotiations, job descriptions, background checks, drug screening, benefits administration, training, writing &/or updating HR Handbook, record and data maintenance and outstanding organizational and communication skills;

Demonstrated experience establishing an HR function / department in several companies large and small (Adams, Duque & Hazeltine, Conde Nast Publications, Hagerty Consulting, etc.) With no template or prior HR employee(s), I built the department from scratch, the ground up, establishing protocols and practices to make the company(s) more functional and legally compliant.

I’ve worked part-time as an Independent Consultant for ten (10) years (2013-2023) and full-time employee for twenty-six (26) years (1987-2013). In-depth knowledge of various HRIS & Applicant Tracking systems (ATS), Global Tracking Systems (HCM) such as Ceridian Dayforce, Paycor, and Bamboo HR, SAP, Project Management tools, Microsoft Office Suite, and H-1B Visa Program (utilized to fill multiple IT positions).

Work Experience

Independent Consultant / Contractor

ALL-IN-FOR-DEVELOPMENT, LLC - Washington, DC

April 2020 - Present

(AID, a woman-owned small business – allinfordev.com). Through in-depth analysis of complex social, political, and economic dynamics, "All In / AID" designs innovative approaches and theories of change to advance creative solutions for social and economic international regions affected by crisis, developmental concerns, building peace, preventing, and countering violent extremism, improving public safety and citizen security, and increasing access to justice. With a special emphasis on the needs of vulnerable groups – youth, women, ethnic and religious minorities, and historically marginalized communities, they provide:

Strategic Planning

Analytical Services & Assessments

Political Economy Analysis

Program & Project Design and Implementation

Human & Organizational Capacity Development

Performance Evaluation

Evidenced-based impact analysis.

As an Independent Consultant / Contractor for “All In”, I was initially engaged in establishing this new company both domestically and internationally which also requires my recruiting skills to add staff as needed in response to the RFP's (request for proposals). All In focuses its services on these geographic regions—Latin America and the Caribbean, Middle East & North Africa (MENA), sub-Saharan Africa, and South and Southeast Asia.

Whole Foods – Washington, DC

November 2021 - Present

Part-time work in the Whole-Body department supporting consumers about holistic approaches for their health needs. Work in tandem with GWU Hospital, (located across from Whole Foods), to support patients for both pre- and post-surgery events based on surgeons’ recommendations.

Campaign for Tobacco Free Kids (CTFK) - Washington, DC

May 2018 – March 2019

Campaign for Tobacco Free Kids (CTFK) – HR full spectrum support for this non-profit - recruiting, benefits administration, research, records maintenance, policy updates, assignments as needed.

Renewable Fuels Association (RFA) – Washington, DC

December 2019 - August 2019

HR full spectrum support for this non-profit - recruiting, benefits administration, payroll, records maintenance, policy updates, assignments as needed.

Hagerty Consulting

May 2013 – 2019

Independent Consultant (IC) for Hagerty Consulting. Refer to information below for in-depth accomplishments listed under full-time role at Hagerty Consulting (prior to working as an IC). Participated in full-scale emergency response exercises for WMTA in Tenleytown / DC Metro area during my tenure to game out various disaster / emergency scenarios to better equip first responders in preparation for a genuine emergency.

Additional IC Contracts

2014 - 2017

ASR Analytics (2-year contract completed), Homenature, Inc., (3-month contract completed) and a well-established dental office in the Dupont Circle area (Dr. Thomas M Wall, DDS - 1.5-year contract completed).

Executive Director, Human Resources

HAGERTY CONSULTING - Washington, DC

April 2008 – May 2013

Department head responsible for all phases of HR functionality in a multi-state public sector management consulting firm headquartered in Washington DC.

Staffed a $5 million-dollar Catastrophic planning project which spanned eight (8) states and ultimately employed six (6) full-time staff and twenty-one (21) Independent Contractors and sub-contractors.

Staffed a $13 million dollar contract with the City of New York to support Hurricane Sandy Recovery efforts. In addition to five (5) full-time staff, I employed sixty (60) Independent Contractors and five (5) subcontractors for this project in less than two (2) months while also supporting multiple firm-wide proposal contracts awarded nationwide.

Established firm-wide HR best practices and procedures which included producing an HR Handbook, electronically tracking Paid Time Off (PTO), upgrading benefit offerings, putting a Performance Improvement Plan (PIP) in place, producing bi-annual firm-wide retreats; initiated an annual performance plan and managed the evaluation process; partnered with President and CEO to budget for annual staff salary increases and year-end bonus distribution; stayed abreast of industry trends and employment legislation to ensure company compliance; chaired weekly leadership team meetings to develop and improve internal operations.

Initiated and managed company-wide talent acquisition programs such as campus and diversity recruiting and strengthened the firm’s on-boarding process for local and regional hires. Company employed 55% minority staff and 65% women at the end of my full-time tenure.

Director, Human Resources

MARKETRESEARCH.COM - Rockville, MD

February 2005 – April 2008

Solely responsible for full spectrum of HR and benefits management for this 100+ employees international marketing research and ecommerce company headquartered in Rockville, MD

Built infrastructure, created processes, and implemented procedures for HR department to enable rapid and stable growth from an $11 million dollar company to a $43 million dollar company; Established company-wide sales and management training programs as well as best-practice management forums.

Directed and managed HR activities for four (4) US offices and three (3) international offices; Utilized knowledge of TUPE laws and international work contracts to perform critical HR functions. Grew personnel, including senior management, by 55% in eighteen (18) months through recruiting and company acquisitions; Core responsibilities included hiring, employee retention programs, performance standards, annual reviews, training, succession planning, benefits administration, corporate policies, employee communication, healthcare and 401K program, company contract negotiation, and production / logistics for company events.

Successfully directed headquarters office move, including managing the internal Average jobs filled per month 25-30 operations team and external consultants through budget, design and build-out from raw space to move-in ready. On day one of the office move, all departments were up-and-running by 9:30 am with fully operational IT and telephone needs met.

Negotiated office leasing contracts for offices in the US and abroad. Heavily involved in workforce analysis for acquisition due diligence.

Sr. Corporate Recruiter, HR Staffing

PACIFICORP - Portland, OR

November 2003 – December 2005

Responsible for all phases of the recruitment process for this large investor-owned utility company serving over 1.5 million customers in six (6) Western states.

Worked with multiple hiring managers to attract and lead candidates through the hiring lifecycle. Developed and implemented recruiting sourcing strategies; created position / job descriptions; screened applicants for hiring managers and arranged interview travel and logistics; educated applicants on benefits offering and corporate culture; negotiated salaries; initiated drug screening, background checks and managed relocation process.

Principal

HIRE POWER - San Francisco, CA

September 1999 – November 2003

As Owner, provided long and short-term Human Resources generalist expertise and recruitment contract support for both the public and private sector. Expert in high-volume recruiting (average openings at any given time 40-60 requisitions);

Specialized in creative and editorial recruitment including Graphic Designers,

Traffic Coordinators, Editors, Buyers, and Account Executives.

Comprehensive administration of benefits plan, profit sharing and health and disability programs; Utilized an in-depth knowledge of laws pertaining to Human Resources, including FMLA, EEOC, COBRA and the Civil Rights Act of 1991. Highly successful expertise in employee conflict resolution.

Director, Human Resources (promoted From Office Manager)

CONDÉ NAST PUBLICATIONS - San Francisco, CA

January 1993 – September 1999

Supervised HR activities for approximately forty (40) employees in the West Coast advertising sales office for fourteen (14) magazine publications including Allure, Architectural Digest, Bon Appetit, Condé Nast Traveler, Details, Glamour, Gourmet, GQ, House & Garden, Mademoiselle, Self, Vanity Fair, Vogue, Wired and Women’s Sports & Fitness with ancillary responsibility for hiring, training and review.

Responsible for the comprehensive administration of benefits plan, profit sharing and health and disability matters for the company. Managed a $10k monthly petty cash fund.

Position utilized an in-depth knowledge of laws pertaining to Human Resources, including FMLA, EEOC, COBRA and the Civil Rights Act of 1991.

Handled communication, separation, and employee relations during corporate downsizing of support staff by 50%.

Worked exclusively with Wired magazine’s advertising and editorial staff to transition employees after Condé Nast acquired it from Wired Digital.

Demonstrated expertise in employee conflict resolution.

Hands on experience with all facets of office expansion and build out from acquiring space to working hands-on with contractors and vendors and managing logistics of office move.

Human Resources Manager

ADAMS, DUQUE & HAZELTINE - New York, NY

January 1987 – December 1993

Developed and implemented HR procedures and policies to be utilized in newly established New York branch of a Los Angeles based law firm; conducted HR activities for thirty-five (35) employees with full responsibility for their hiring, training and review. Managed day-to-day operations-vendors, inventory control, invoicing, etc.; Supervised all phases of two separate office moves, including lease negotiations, space planning and logistics management.

Education

Bachelor of Arts in Communication and Media Studies

FORDHAM UNIVERSITY - New York, NY

Summa cum Laude

Top Honors in Media Studies

Inducted into Alpha Sigma Lambda National Honor Society

Recipient of Charlotte W. Newcombe Foundation Scholarship

Earned forty-two (42) college credits for essays written that were based on my “life experience” allowing me to complete and graduate from college several months shy of three (3) years.

\*VOLUNTEER as a tutor for Reading Partners (H.D. Cooke Elementary) to assist under-served students in grades K-5 who have fallen behind in their reading and retention skills.

Professional REFERENCES furnished upon request.