Robert "RJ" Narsavage

(571) 281-2725 • RJNarsavage@yahoo.com • Miami, Florida 33122
http://www.linkedin.com/in/rjnarsavage • http://www.facebook.com/RJ.Narsavage

---

OBJECTIVE: A seasoned ***operations*** professional with more than 15 years of experience seeks a ***Human Resources Management*** position that will combine a dynamic blend of project management, people management, and strategic planning to push your organization to the next level.

CAREER PROFILE

HR Administrator	Training	Recruiting	Risk Management
Project Coordination	Strategic Planning	Change Management	Employee Development

PROFESSIONAL EXPERIENCE

GCP Arlington LLC, Arlington, VA 2000 – 2009
Regional Director
Human Resources

- Directly supervised a staff of 6 full-time, 10-part-time, and, 150 contractors (IRS-1099).
- Recruited new staff after designing full job descriptions and following through with all on-boarding activities.
- Handled pre-employment screening, trained new hires, managed their career development.
- Performed terminations as needed and ran all Exit Interviews.
- Scheduled employees to ensure staff coverage and administered all payroll processes in ADP PayXpert.
- Successfully managed employee relations and performed conflict resolutions as needed.
- Created a training program for various areas, including processes, cross-training, diversity, performance evaluation.
- Created the "CSB Director Buddy System", starting with Arlington and Nashville and implemented the program system-wide, pairing up Junior and Senior Directors to maintain training success.
- Performed compensation related activities, including managing job descriptions, promotions and succession planning, staff communication.
- Oversaw all career advisory service and job placement assistance for school graduates.

Operations

- Managed, planned, and coordinated all day-to-day operations of the Arlington, VA and Columbia, MD locations and oversaw performance and training of Nashville, TN location.
- Managed and trained directors and coordinators on safety, risk management, and general processes in order to streamline organizational procedures and increase promotability.
- Participated in strategic planning and job analysis; managed "train-the-trainer" program.
- Created organizational and team designs.
- Served as the Local Project Manager for 2 new locations (Arlington and Columbia); reviewed contracts.
- Increased Arlington Student enrollment and profit consistently over 8 years.
- Earned consistent Top 3 revenue (Arlington) out of 26 Schools.
- Handled total annual revenues of $1.75M while maintaining full budgeting and P&L responsibilities.

- Represented GCP during all audits and for yearly state/federal licensing agency meetings.

The MusicLand Group, Livingston, NJ 1994 – 1999
Promoted to Area Manager/General Manager

- Managed the day to day operations of Sam Goody Stores, overseeing performance and training at five locations.
- Managed 2 of the top 15 national locations with more than $5M in annual sales.
- Performed as Local Project Manager for new locations and " super-store " remodels.
- Hired and trained full-time staffs and over 100 seasonal/part-time employees.
- Performed all pre-employment screening, new hire onboarding, career development, and training for diversity, safety, and processes.
- Administered and managed payroll duties.
- Maintained store daily schedules and performed payroll planning duties.
- Oversaw exit interview and terminations.

Previous Employment:
WNNJ-FM – Newton, NJ: Air Talent and Account Executive
WSBG-FM – Stroudsburg, PA: Broadcast Program Director and Air Talent

EDUCATION

Villanova University**,** *Philadelphia, PA***.** Master Senior Human Resource Management
CSB School of Broadcasting**,** *Rochelle Park, NJ.* Broadcasting, Journalism
New Mexico Institute of Mining & Technology**,** *Socorro, NM* Mining Engineering, Geology

CERTIFICATIONS

SPHR Certification – May 2010 (anticipated)
ADP Certification – PayXpert Payroll & HRIS (April 2007)

ASSOCIATIONS

MEMBER, SHRM – Society for Human Resource Management, Northern Virginia Chapter

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, Outlook, Works), ADP PayXpert, ADP HRIS, SalesForce CRM, Mac Operating Systems, Windows Operating Systems
Basic Digital A/V Editing, Radio Studio Equipment, Television Studio, Control Room, and ENG Equipment

VOLUNTEER EXPERIENCE

Providing ongoing assistance to displaced Students and Alumni of CSB with additional training, job placement support, interview techniques, resume writing, and personal marketing techniques since the closure of GCP Arlington LLC.