

Brookelle S. Bodin

Spotswood, NJ 08884

CONTACT

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EDUCATION

The College of New Jersey

Bachelor's of Arts

International Studies with a focus
in Global Health, Development,
and Environment

Ewing Township, NJ

08628

August 2017 - May 2020

GPA: 3.5

CERTIFICATION

SHRM Certified Professional

(SHRM-CP)

June 2023 - July 2026

SKILLS

- Type 90 WPM
- Microsoft Office
- Google Drive
- Database Administration
- Accounting
- Change Management
- Delegates Responsibilities
- Payroll Processing
- Conflict Management
- Conducted Research
- Data Analysis
- HRIS ADP
- Strategic Planning
- Executive Assistance
- Marketing
- Project Management
- Budget Analysis
- QuickBooks
- Outlook
- Enforces Policies
- Asana
- Open-mindedness
- Staff Engagement

PROFESSIONAL EXPERIENCE

Snug Harbor Cultural Center & Botanical Garden

Staten Island, NY 10301 / Nov 2021 - Current

HR & Payroll Manager

Key everyday duties - Process payroll, train managers, conduct all staff trainings, handle disciplinary actions and internal investigations, updates handbook, recruitment, onboarding, performance management, benefits planning and administration, form organizational policies, manage employee learning and development, provides support and guidance to supervisors and leadership team, Maintains knowledge of trends, best practices, regulatory changes, and employment law, maintains employee personnel records

Home Junction LLC

Old Bridge, NJ 08857 / Jan 2021 - Sep 2021

Administrative & Personal Executive Assistant

Key everyday duties - Manage company database, scheduling meetings and appointments, word processing, data entry and analysis/reporting, manage phone and email correspondences, create expense reports, run errands, communicate with clients and tenants

- Accounting
- Real estate investment development
- Project management

TerraCycle

Trenton, NJ 08638 / Jan 2018 - Dec 2018

Intern in Brand Partnerships and Shopper Marketing;

Project Manager & Administrative Assistant

Key everyday duties - Built decks and case studies, project management, researched brands and retailers, data entry, cold calling, contact mining, email correspondence, note-taking, database maintenance, planned events, administrative assistance

- Researched hundreds of brands
- Introduced new clients
- Assisted VP and CFO with budget analysis
- Executed sustainability outreach programs
- Revised and improved brand awareness