



LEO DALESANDRO

Queens, NY | he/him

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SUMMARY: An experienced Human Resources professional with a background in non-profits and a passion for supporting underserved communities

EDUCATION

2021 **Fairleigh Dickinson University | Silberman College of Business**
Master of Business Administration (M.B.A.)
Specialization: Business Management

SKILLS: Workday, Nitro Pro, Indeed, Mac and PC OS

2019 **Fairleigh Dickinson University | Silberman College of Business**
Bachelor of Science (B.S.) in Business Management
Concentration in Human Resource Management
Activity: NCAA Division I Athlete (Men's Soccer)

PROFESSIONAL EXPERIENCE

- July 2023–Present **Recruiting Coordinator, Human Resources | YAI: Seeing Beyond Disability**
- Responsible for all recruitment efforts across two boroughs (Manhattan, Bronx) for 20+ residential and community-based locations
 - Tasks include posting job listings, screening and interviewing candidates, hosting recruitment events and job fairs, generating offer letters
 - Reduced time between offer and start date due to previous onboarding and Human Resources software experience
- June 2022–July 2023 **Onboarding Team Lead, Human Resources | YAI: Seeing Beyond Disability**
- Managed a five-person team of onboarders working across over ten regions
 - Conducted safety assessments of new hires and current employees based on compliance with the New York State Justice Center.
- May 2021–June 2022 **Onboarding Specialist, Human Resources | YAI: Seeing Beyond Disability**
- Completed end-to-end onboarding process for company new hires and reduced average clearance time.
 - Coordinated with the company's Workday Human Capital Management Team to minimize errors and inefficiencies.
- Sept 2021–Present **Head Soccer Coach | Auburndale Soccer Club**
- Coaches youth Travel teams for ages 10–13
 - Holds United States Soccer Federation National Coaching C-License
 - Helps players gain confidence, teamwork skills, and improve their level of play
- June 2016–May 2021 **Market Manager & Customer Service Leader | The Doe Fund**
- Trained formerly incarcerated, addicted, and homeless men in professional skills
 - Generated new sources of revenue by developing and producing menu items
 - Expanded outreach to new markets, creating over \$100,000 in sales
- June 2019–Sept 2019 **Human Resources Intern | YAI: Seeing Beyond Disability**
- Organized and digitized thousands of files of both active and terminated employees to assist the company in the process of moving offices
 - Worked directly with Payroll team and assisted with administrative tasks

