

SUSAN B. ALMANN

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PROFILE

35+ years of experience across all areas of human resources. Successful in developing programs, policies and procedures that reduce costs and retain employees. Excellent presentation, communication and leadership skills.

EDUCATION

M.B.A., Cornell University
New York, NY

B.A., Business Administration
Amherst College, Amherst, MA

EXPERIENCE

MARCON MANUFACTURING COMPANY, Peekskill, NY
Vice President, Human Resources [year–Present]

- Direct employment services, compensation, benefits, staffing, employee relations, leadership development, HR policies, expat programs, succession planning.
- Manage and develop team of 5 in all areas of HR.
- Manage and plan annual department budget.
- Implemented programs to reduce turnover in the Sales Department.
- Managed the integration of 150 employees from two acquisitions by the company.
- Assisted in the reorganization of New York and Virginia operations.

BINGHAMTON COMPANY, New York, NY
Director, Human Resources & Administration [year–year]

- Managed recruitment, compensation, benefits and administration.
- Supervised staff of 12 and annual department budget.
- Created cross functional teams and provided team building.
- Reduced costs in the manufacturing department.
- Assisted in reorganizing and closing union plants.

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**ARCADIA CORPORATION, New York, NY
Director, Human Resources [year–year]**

- Managed recruitment in corporate and field locations.
- Supervised staff of 10 in HR and labor relations functions.
- Created an international recruitment office and staffing plan for future growth.
- Oversaw labor contract negotiations.
- Created incentive plans for field unit managers.
- Restructured HR function.

**BROADMOOR INDUSTRIES, Tarrytown, NY
Manager, Employee Relations [year–year]**

- Promoted to develop and manage employee relations, including recruitment and benefits areas.
- Managed 2 HR associates.

Employee Relations Representative [year–year]

References Available Upon Request