

Josh Van Grover

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201-562-0926

EDUCATION

NYU, School of Continuing and Professional Studies, New York, NY
M. S. in Human Resource Management, GPA: **3.48**

Expected Graduation: May 2014

Rutgers University, New Brunswick, NJ
Bachelor of Arts, Psychology and Sociology, GPA: **3.7**

Graduated *Magna Cum Laude* May 2010

EXPERIENCE

High 5 Games, Mahwah, NJ

January 2011 - Present

HR Assistant

- Assist the Director of HR with various projects relating to on boarding new employees, benefits, recruiting and Employee Relations issues
- Assist the Director of HR in rolling out and implementing corporate-wide HR management strategies focusing on employee performance and development, training initiatives as well as aid in rapid talent acquisition and succession planning
- Assist in maintaining the internal HR SharePoint site through uploading resumes, important employee files and forms along with key learning and development initiatives
- Provide administrative support such as answering the phones, filing employee files, maintaining office supplies along with other support functions

Professional Peers Connect, NY, NY

October 2010 – July 2011

Associate

- Provide administrative support by scheduling luncheon and breakfast meetings for clients, sending out meeting and profile submission requests along with other essential functions
- Assist in creating networking matches (parties of 4 to 6) between Accountant and Lawyer participants in the PPC program

Moody's Corporation, NY, NY

December 2010

HR Consultant through OfficeTeam, part of Robert Half International, Inc.

- Perform administrative functions such as answering the phone, sending out Exit Interview meetings and inputting documents into employees PeopleSoft Profiles

IKON Office Solutions, NY, NY

August 2010 – September 2010

Contractor through AppleOne, Inc.

- Performed administrative functions such as answering the phone, assisting in PowerPoint presentations and excel spreadsheet work

BASF Corporation, Florham Park, NJ

May 2010 – August 2010

University Recruitment Coordinator, Corporate Staffing/ University Relations

- Assisted in administrative tasks such as preparing offer letters, corporate forms, background verifications and new hire packets
- Processed pre-employment forms for new hires and made sure candidates were prepared for their first day of employment
- Assisted in the coordination of logistics for events such as job fairs and multiple day On-boarding events
- Created helpful step-by-step guides to assist in some of the On-Boarding tasks (Using Taleo to move candidates from beginning "Offer accepted" step to "Hire" step, ordering certain supplies and requesting access to a shared network drive)

CBS Corporation, NY, NY

May 2009 – March 2010

Human Resources Assistant (Contractor), Corporate Benefits Department

January 2010 – March 2010

- Provided support in a variety of areas including preparation of exit packages and worker's compensation claims
- Assisted in filing and organizing long term disability and short term disability claims
- Updated employee's files when they returned to work from a disability claim

Human Resources Intern, Human Resources Information Technology Department

May 2009 - December 2009

- Reported to the Director of HR and supported various generalist functions and activities including employee relations, staffing, training and development and payroll and benefits
- Researched and assisted with development of a pilot flexible work arrangement policy
- Developed and maintained a job description database/ inventory for positions within the IT department
- Researched and assisted with development of On-Boarding procedures and processes
- Compiled and analyzed training evaluations and exit interview feedback reports for the purpose of developing policy and process recommendations for Sr. Management
- Gained hands on experience handling Employee Relations issues

MTV Networks, NY, NY

January 2009 - May 2009

Human Resources Intern, Strategic Staffing

- Reported to the Senior Director of Strategic Staffing for MTV Networks and provided support with staffing related responsibilities
- Analyzed and compiled research for recruiting prospects, uploaded and assisted in maintaining an internal HR sourcing SharePoint site and provided support for ongoing MTV Networks Staffing projects

HONORS & AWARDS

- Dean's List 2007 – 2010
 - Rutgers 2008 Academic Excellence Award
 - Delta Epsilon Iota Academic Honor Society
 - National Society of Collegiate Scholars
 - Psi Chi, National Honor Society of Psychology
 - SHRM Member
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