

Maureen Peterson-Kenney

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Professional Summary

Accomplished Senior Human Resources professional with expertise in Training & Development, Recruitment, Affirmative Action, Employee Grievances and Mediation/Conflict resolution. Proven leadership ability managing diverse teams and providing motivation and strategic vision. Skilled at developing and conducting training classes addressing Human Resources issues.

Knowledge Areas

Employee Relations/Conflict Resolution, Recruiting, Sourcing/Screening and Hiring, Training & Development, EEO/EEOC Investigations

Professional Experience

New Jersey Sports and Exposition Authority, East Rutherford, New Jersey -May 1988-June 2011

Vice President, Human Resources & Employee Relations (April 2007-June 2011)

Driving the delivery of programs and services in the areas of performance management, reward and recognition, recruitment and succession planning, talent development, health and retirement benefits, employee relations, pay mechanisms and HR policies for 5 facilities in New Jersey

- Supervises the administrative, operational and financial functions of the Human Resources department
- Full cycle Sourcing/Recruitment activities
- Training and Development with a focus on employee relations, employee appraisal, harassment and discrimination
- Benefits administration - Evaluate and recommend improvements to benefit programs; lead open enrollment meetings; serve as resource for employee issues, escalating as necessary; assist with leave of absence administration
- Manage performance evaluation process linking organizational and employee performance
- Develop and coordinate grievance procedures and mediate work place disputes
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures
- Recommend and establish company policies and procedures

Director, Equal Employment/Affirmative Action (March 1992 - March 2007)

- Received and investigated inquiries and formal complaints of unlawful discrimination from employees; respond to complaints from enforcement agencies
- Served as a mediator to resolve alleged violations of Federal, State, and County policy and laws
- Assisted line and staff management in identifying, resolving, and preventing equal employment opportunity/affirmative action problems. Developed, publicized, monitored and enforced organization's policies on equal employment
- Served as liaison with federal, state, minority and women's agencies.
- Created business opportunities for women and minority vendors.
- Reviewed and monitored agreements and transactions with outside vendors to assure compliance with affirmative action regulations.
- Prepared reports and documents for top management, appropriate governmental agencies and legal systems
- Updated upper level management in changes to the civil rights laws and presented current and proactive training programs to all supervisory personnel
- Worked with outside counsel, employees, managers, Labor Relations and Legal departments to develop reasonable and acceptable solutions to concerns and issues of diversity
- Developed a career enhancement program for women and minorities
- Administered the performance appraisal program and employee disability program

Training and Development Manager (May 1988 – March 1992)

Conducted and supervised training and development programs for employees

- Designed and implemented the training and educational programs of the organization
- Analyzed training needs to develop new training programs or modify and improve existing programs
- Created an internship program for college and graduate students, computer literacy classes for staff, customer service and interaction training for customer contact personnel, staff development seminars and supervisory training courses
- Targeted recruitment for trainers and consultants; selected and trained employees for the peer instructors program
- Chaired the employee awards and recognition committee; coordinated the annual employee awards program
- Administered the employee evaluation and tuition reimbursement programs
- Served as editor of the employee newsletter
- Served as liaison with colleges and universities

University of Pennsylvania, Philadelphia, Pennsylvania (June 1980-April 1988)

Assistant Director, Staffs and Programs, Residential Living Department

Responsible for the development, oversight and ongoing evaluation of the residential education component of a comprehensive residential program

- Responsible for the development and coordination of professional and student staff training for 150 graduate and undergraduate resident advisors for a system housing 8000 students
- Directed staff in the planning and promoting of educational programs
- Worked with the Counseling Center, Public Safety, Intercultural and Student Centers, Fraternity and Sorority Affairs and Student Health to present ongoing staff training programs
- Directed the department's Resource and Programming Center
- Coordinated the emergency response system for student residences
- Designed programs to enhance resident faculty-student interaction
- Moderated workshops in racial awareness, alcohol awareness, sexuality, religious intolerance, sexism, values clarification
- Assisted in the coordination of major student activities such as Spring Fling, Freshmen move in, and the Crafts Fair
- Developed policies affecting student behavior

Education

The College of New Jersey, Trenton, NJ

BA, Psychology.

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M.Ed., Counseling

The University of Pennsylvania, Philadelphia, PA

Graduate School of Education

The Wharton Graduate School of Business

Ph.D. level courses taken

Cornell University - The New York School of Industrial and Labor Relations

Equal Employment Opportunities Studies certificate

Organizations & Awards

NAACP of Metuchen-Edison, NJ- Rosa Parks Award for Community Service - 2008

Human and Civil Rights Association of New Jersey – President, 1997- 2000

New Jersey Affirmative Action Officers' Council – Secretary 2005 – 2007

Membership chairman- 2007-2009

New Jersey Federation of Business and Professional Women -President, Middlebrook Chapter, 1998

American Association for Affirmative Action- Awarded Region II Community Relations award, 1996