

**SUSAN B. ALMANN**

589 Brighton View  
Croton, NY 10520  
914-555-8977  
[almann@aol.com](mailto:almann@aol.com)

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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**