

ALEXIS PUTZEL

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WORK EXPERIENCE

C&S Wholesale Grocers, Inc., Keene, NH **April 2006 – June 2007, August 2008 - Present**

C&S Wholesale Grocers of Keene, NH is the largest wholesale grocery supply company in the U.S. and the twelfth largest privately held company in the U.S. In 2013, C&S sales were over \$21B. With over fifty high-tech distribution centers in 15 states, C&S supplies supermarkets and institutions with more than 95,000 different products. With its continuing commitment to new technologies, C&S is dramatically impacting the cost curve of what it can deliver in terms of service and value in the industry.

Manager, Talent & Organizational Development

June 2013 – Present

- Manage Leadership Development Programs (LDPs) of 12-26 people rotating throughout various departments companywide and nationwide with goal of producing future leaders of the business. (Program recognized by StayWorkPlay NH as Leadership Development Program of the Year 2013 for their Annual Rising Stars Awards).
- Conduct programs assessment and SWOT Analysis to define Key Performance Indicators (KPIs) for program accountability and success, including retention, tenure, time to promotion, number of jobs held, and performance ratings.
- Oversee mentor program, pairing current LDP members with 'alums' of the Programs (35 participants); advise collegiate hires, interns, co-ops, and employees on career development opportunities, training, and open roles.
- Support Talent & Organizational Development initiatives of employee career/development planning, management and leadership training, and individual High-Potential (Hi-Po) development.
- Establish and maintain relationships with senior leadership across the company, understand company needs, and work to place appropriate talent within the organization.

Program Manager, College Relations

November 2011 – June 2013

- Managed full life cycle recruiting, formulated strategies to create, build, and maintain relationships and the C&S brand at target schools, and utilized social media for recruitment initiatives.
- Developed appropriate KPIs, recommended and implemented solutions to increase efficient and timely communication with candidates, provided enjoyable candidate-experience, and ensured proper tracking of all campus initiatives.
- Provided company & career information, resources, and materials to prospective candidates, faculty and staff at average of 20 select campuses across the country.
- Worked closely with Talent & Organizational Development team and hiring managers to understand and market Collegiate Programs, hiring over 70 people annually for internships, co-ops, LDPs, and direct-hire roles.
- Created and distributed publications internally and externally, highlighting LDPs, internships, and co-ops.

Corporate/College Recruiter

August 2008 – November 2011

- Executed college recruiting initiatives, coordinated all logistics for on-campus recruiting activities including information sessions, career fairs, class or club presentations, and developed working relationships with faculty and staff at colleges, strengthening recruitment initiatives, and increasing applicant flow.
- Supported College Relations Manager with recruiting, interviewing, hiring, onboarding, and managing individuals in two rotational Leadership Development Programs averaging 20 associates across corporate offices and field warehouses.
- Prepared and extended employment offers, consulted with Compensation Team and conducted negotiations as necessary.
- Handled requisitions in iCIMS Applicant Tracking System (ATS), created and maintained college recruiting data, KPIs, and utilized social media for recruitment and branding efforts.
- Managed full life cycle recruiting and hiring process for 30-50 college interns and co-ops, including programming, and communication with hiring managers/supervisors. Increased intern hires from 18 to 40 with a 50% conversion rate to full time hires.

Human Resources Employment Specialist

April 2006 – June 2007

- Performed recruitment activities including creating ads and attending job fairs, established relationships with area schools and agencies, conducted interviews, pre-employment tests (including drug and physical abilities tests), employee selection, payroll sign-up, scheduling, and onboarding.

- Conducted new hire orientations, managed personnel files, new hire paperwork/data entry, ran variety of weekly reports, reference checks, background checks, rehire requests, employee transfers, maintained applicant logs/tracking and I-9 verifications/compliance.
- Served as a point of contact for all benefits and employee related questions or concerns, managed proper administration of generalist duties including LOA, STD/LTD, benefits orientations, unemployment responses, EEO compliance paperwork, and helped coordinate employee events and recognition programs.
- Coordinated 2006 United Way campaign, increased employee participation and raised over \$8000.

OTHER RELEVANT EXPERIENCE

Panel Speaker

NGA Expo Workshop: Recruiting Tomorrow's Leaders – Best Practices. Las Vegas, NV February 2014
<http://m.progressivegrocer.com/mtop-story-appealing-to-the-millennial-workforce-41010.html>

Presenter

KSC Management 495: Helped plan fall class curriculum/syllabus and presented at four classes on topics: Nuts & Bolts of Being Hired; Making the Most of Career Fairs; Social Networking and the Job Search; Interviewing 101. Keene, NH September – November 2013

Speaker

MHI Classroom Day at 2013 ProMat Show and Conference: SCTE Program to educate students, faculty and administrators on opportunities within the industry. Chicago, IL, January 2013
<http://www.supplychainteched.org/resources/NCSCTE0413NL.pdf>

EDUCATION

Springfield College	Springfield, Massachusetts
Master of Science: Industrial and Organizational Psychology	August 2008

University of New Hampshire	Durham, New Hampshire
Bachelor of Arts in Psychology (Cum Laude)	May 2005

SPECIAL TRAINING & RESEARCH

- Inside Out Development/Coaching, 2014
- OPQ32 (Occupational Personality Questionnaires), 2013
- Predictive Index (PI) Assessment, 2012
- Microsoft Excel level 2 and 3 training, 2010
- Trained in Conflict Mediation, 2008
- Graduate Research, 2008
 Conducted Graduate Research Project/Thesis investigating the Influence of Corporate Health and Wellness Programs on Job Satisfaction. Considered factors such as absenteeism, productivity, reduced medical costs, benefits of exercise, corporate buy-in and ROI and examined the relationship between the level of physical activity and the level of life satisfaction and core self-evaluation in the adult-working population.

TECHNICAL SKILLS

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| • Lawson Human Resource Information System (HRIS) | • WorkBrain (Infor Human Capital Management (HCM) Platform) |
| • Microsoft Word, Excel, PowerPoint, Outlook, Publisher | • Vurv Applicant Tracking System (ATS) (Acquired by Taleo) |
| • iCIMS Applicant Tracking System (ATS) | • PC and Macintosh Proficient |
| • PERform (Peoplefluent Performance Management Software) | |

COMMUNITY INVOLVEMENT

- Linda's Closet, Board Member January 2014 – Present
 - Organized/hosted open house to help women with resume and interview preparation, April 2014
 - Annual 5k Race Marketing support, July – September 2013
- Leadership Monadnock, Keene, NH October 2011 – June 2012
- Volunteer: Keene Community Kitchen, multiple nights, helped with dinner serving and cleanup, June 2009 - 2013