

## HUMAN RESOURCES MANAGER

Recruiting ▪ EEOC / AA Compliance ▪ Career Counseling ▪ Team Training ▪ Employee Manual Development ▪ Interviewing  
Benefits Administration ▪ Compensation Systems ▪ Employee Records ▪ Workplace Laws ▪ Salary Surveys ▪ Contracts

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Solutions-oriented and versatile candidate with valuable experience in all areas of human resources management. Astute in identifying human capital plan needs, creating actionable programs, and effectively interacting with departmental resources to fill needs. Exemplary verbal and written communicator who demonstrates professionalism and strengthens the company image with outside business contacts. Skilled in use of Microsoft Office Suite Software. Multilingual with communication skills in Farsi and French; currently studying Portuguese.

*Created and directed the Human Resources Department for a major motion picture distributor, eventually growing the department to 1,400 full-time employees.*

*Performed over 6,000 employment candidate interviews during career.*

*Possess over 20 years of career counseling experience.*

## PROFESSIONAL EXPERIENCE

LIGHTWOOD MEDIA – Los Angeles, CA

HUMAN RESOURCES MANAGER

2001 – 2006

Provided management and vision for departments of the enterprise, including Human Resources, Production, Legal and Business Affairs, Product Acquisition and Sales, Client Relations, and Collections. Served as the Executive Producer for features produced by the company.

- Oversaw the recruiting process; interviewed, hired, counseled, and disciplined employees.
- Conducted performance reviews and compensation surveys.
- Wrote and the company's employee manual.

LOCOMOTION, INCORPORATED – Inglewood, CA

VICE PRESIDENT OF PERSONNEL

1996 – 2001

Managed a staff of 15 people while managing daily operation for the Theatrical and Video Distribution Division. Recruited replacement personnel for original team members. Maintained detailed employee records and handled employee relations issues. Developed the business plan for Showtime's video distribution unit.

- Recognized for recruiting, hiring, and training an in-house team with specialties in marketing, distribution, and operations without increasing operational overhead.
- Conducted detailed performance evaluations of staff members.
- Directed the sale of Locomotion Original Pictures product to theatrical and video distributors in North America.

FOLLYWOOD, INC. – Beverly Hills, CA

PRESIDENT / CO-FOUNDER

1994 – 1996

Provided strategic vision for a consulting enterprise serving the film and television industry. Licensed independent feature films to global distribution companies. Negotiated sales, and reviewed contracts.

MINDWICKLE ENTERTAINMENT – Los Angeles, CA

PRESIDENT / CEO

1989 – 1994

Oversaw the theatrical and full-scale video distribution of 35 titles per year in the North American market; led the company to profitability for five consecutive years in a declining market. Provided direction to administrative departments which included Human Resources, Sales, Marketing, Production / Acquisitions, Operations, and Finance.

- Wrote and submitted job postings for vacant / new positions, integrated compensation surveys, conducted employee performance reviews, and maintained employee files. Adapted the employee manual for local business.
- Provided guidance on company benefits, conducted training classes, and performed career counseling.
- Directed the company's move from Vermont to California while continuing operations; replaced a staff of 40 employees without decreasing efficiency or profitability.

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