

**Michael A. Cusimano**  
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## **OBJECTIVE**

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I am looking for a full-time position in an aviation-related company or organization. I have experience in human resources as well as executive assistant/receptionist experience. I also have some customer service experience. I am a meticulous and conscientious person and enjoy working with people.

## **DEGREES, CERTIFICATIONS AND MEMBERSHIPS**

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- B.S. Business Administration with Computer Science Option; Minor in Management, University of New Orleans (December 1998)
- Crisis Prevention and Intervention (CPI) Apr 2016 – Aug 2024
- Cardiopulmonary Resuscitation (CPR) Apr 2016 – Jan 2025
- Society for Human Resource Management (SHRM) Jan 2023 – Jan 2025

## **EXPERIENCE**

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### **Seaside Behavioral Center**

**Oct 2020 – Mar 2024**

4201 Woodland Drive, New Orleans, LA 70131

*Director of Human Resources*

Responsibilities:

- Maintaining employee files; making sure employee certifications and licenses are up to date; suspending employees who are not up-to-date, ensuring HR Employee Log is complete and up-to-date; processing all terminations in a timely fashion.
- Interviewing prospects; reviewing resumes; communicating with corporate recruiters and staffing coordinators on staffing needs. Scheduling appointments with new hires; creating employee files for new hires; ensuring new hires complete all paperwork and certifications; orienting new hires on Employee Handbook and Code of Conduct.
- Processing payroll; ensuring all new employees are entered into the payroll system correctly. Training all payroll managers how to check timecards of their employees and correct missing entries, ensuring all managers have completed their payroll entries on payroll day; ensuring payroll for all employees is accurate; submitting payroll to corporate office; and resolving payroll problems that may arise in a timely manner.
- Training supervisors to put new hires into the time clock. Training receptionists how to make swipe badges for new hires. Supervising clerical and housekeeping staff, ensuring that their duties are performed appropriately and timely.
- Emergency Preparedness Coordinator – Handling weekly radio call check in, attending online and in-person training on emergency preparedness as mandated by the state; maintaining hurricane binder for each hurricane season; handling all emergency drills and paperwork as required, helping to write yearly emergency plan, ensuring sufficient emergency supplies are on hand for patients and staff in case of an emergency or disaster.
- Company ceasing operations – Overseeing separation of all remaining employees. Cataloging and preparing all employee and administrative files for transport to Iron Mountain storage facility. Assisting with inventory and disposition of office equipment, vehicles and other supplies and assets at three facility locations.

### **Seaside Behavioral Center**

**Apr 2016 – Oct 2020**

4201 Woodland Drive, New Orleans, LA 70131

Receptionist/Executive Assistant/Human Resources Assistant

Responsibilities:

- Handling all credentialing for physicians and Allied Health professionals and reporting to Hospital CEO for submission to the Board of Directors.
- Processing timesheets and invoices for physicians, submitting them to corporate Accounting department, distributing checks to physicians and logging physician invoices in spreadsheet for reporting to Hospital CEO.
- Entering Patient Satisfaction Survey data into spreadsheet for use by the QA/PI team.
- Keeping track of all contracts including acquiring Certificates of Liability Insurance from vendors and submitting contracts to Hospital CEO for periodic review.
- Handle all purchasing for two hospitals, including coding and submitting vendor invoices to corporate Accounting department.
- Troubleshooting and assisting with various IT issues throughout the hospital.
- Participating in facility Emergency Preparedness disaster drills by doing weekly radio roll call and by using the Louisiana Department of Health and Hospitals' ESF8 Portal to update MSTAT, Bed Poll and At Risk Registry.
- Performing clerical duties such as designing spreadsheets, typing letters, submitting surveys to outside entities, answering phones, monitoring door lock security system, creating electronic access badges for employees, filing, scheduling and setting up for meetings and scanning and digitizing various documents.

**Louisiana Museum Foundation**

**Mar 2002 – Apr 2016**

701 Chartres Street, New Orleans, LA 70116

Bookkeeper/Database Manager/Special Issues and Projects Support

Responsibilities:

- Handling all bookkeeping duties including computerized financial transaction entry, producing financial statements on a routine basis for non-profit board of directors and executive director, preparing for annual audits, paying bills through a variety of methods, including online and by company credit card, enrolling organization in online financial accounts enabling faster and more efficient transactions and downloading of bank and investment statements, making regular bank deposits, resolving various internal and external financial issues, creating financial control procedures to prevent fraud and errors and providing grants administration support by learning various methods of requesting payments, learning some Federal regulations related to grant application and administration and training grants contractors and accounting staff in various grants administration tasks.
- Handling all database management duties including entering donor demographic and financial data into fundraising database, creating procedures for entering and maintaining data in database, training office staff in use of database program and procedures, producing thank you letters and acknowledgments, formatting and importing prospect lists into database, creating and managing various mailing and email lists, researching new prospect sources and fundraising opportunities, producing and proofing various event-related materials, creating constituent and financial reports for staff and Board of Directors' use, managing conversion of fundraising database from one software package to another and researching new database products.
- Coordinating purchase and setup of "Spiral Wishing Well" for use in the Louisiana State Museum's Hurricane Exhibit resulting in donations of over \$4,000 in approximately 2 ¾ years.
- Setting up and running sales tables at fundraising events to sell tickets and memorabilia and process auction purchases.
- Assisting with coordination of out-of-town exhibit opening reception while office staff was engaged with planning other events.

- Taking notes at board meetings and writing minutes for approval by Executive Director and organization Secretary.
- Troubleshooting and assisting with various IT issues and installing hardware and software on office network.
- Performing other office and clerical duties such as answering phones and transferring calls, purchasing office supplies via the Internet, filing, scheduling and setting up for meetings and scanning and digitizing various documents.

#### **OTHER EXPERIENCE**

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- Preparing and delivering proposals and computer slide presentations in class, preparing mock logistics report with spreadsheet analysis and recommended courses of action, assisting customers with catalog purchases by phone, creating newsletters using Microsoft Publisher, helping host Open Houses for mortgage company, minor maintenance work, painting, assisting customers with assorted packages, various custodial and janitorial duties.

#### **OTHER EMPLOYMENT**

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| • Service Merchandise, Harvey, LA                 | Nov 2001 – Mar 2002  |
| • Equity Mortgage Company, Gretna, LA             | Aug 1999 – Mar 2000  |
| • The Apollo Group, New Orleans, LA               | May 1999 – Jul 1999  |
| • J.C. Penney, Marrero, LA                        | Jul 1997 – Aug 1998  |
| • Methodist Psychiatric Pavilion, New Orleans, LA | Apr 1993 – Sept 1993 |
| • Technical Fabrication and Design, Waggaman, LA  | Sept 1992 – Mar 1993 |
| • Commons Cafeteria, New Orleans, LA              | Jan 1990 – Dec 1991  |
| • Corrosion Products, Belle Chasse, LA            | Jun 1990 – Aug 1990  |
| • Winn-Dixie Stores, Marrero/New Orleans, LA      | Jun 1988 – Sep 1989  |