

SCOTT A. SEGRELL

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OBJECTIVE: Seeking entry level position in Human Resources that utilizes experience in recruiting, organization, and leadership.

EDUCATION

- Obtaining Certification, **Mastering Organizational Effectiveness**, Villanova University
- Obtaining Certification, **Strategic Organizational Leadership**, Villanova University
- Certification, **Human Resource Management**, Villanova University 4.0 GPA
- B.A. in Communications, SUNY New Paltz; Minor in Psychology

MEMBERSHIPS

- National member of Society For Human Resource Management (SHRM)
- Southern Connecticut Local member of SHRM. Attend monthly seminars and networking events
- Westchester Human Resource Management Association member. Attend regular networking events
- Attend local “Whine and Dine” HR networking events

WORK EXPERIENCE

BRADEN CLARY GRAPHIC DESIGN – Stamford, CT

April 2010- January 2011 Client Services Consultant (Freelance/Part-time)

- Updated Clients on project progress and completion
- Arranged and scheduled meetings
- Consulted on Graphic Design assignments
- Expedited Print assignment deadline

ASCENT MEDIA NETWORK SERVICES - Stamford, CT

A Division of Liberty Media Corporation - Formerly Group W Network Services

March 2004-January 2010 Senior Network Services Coordinator

- Promoted to Senior Network Services Coordinator in March 2004
- Interviewed and hired network scheduling coordinators
- Led teams to successfully launch 8 new networks (NFL, Product Information Network, History Channel Espanol, Crime & Investigation Network, History Channel Military, Hotel Network, Biography Network, Shopping Network)
- Supervised and trained 10 Coordinators while being responsible for overseeing all broadcast scheduling for 12 networks
- Reported all network activity to VP, Managers, clients on a daily basis
- Initiated and implemented departmental meetings (changed from alternate months to bimonthly meetings)
- Customized spreadsheets for standard operating procedures

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December 2002-March 2004 *Network Scheduling Coordinator*

- Rehired by Ascent Media Network Services (Group W) in December 2002
- Scheduled programs, commercials, and promos for The Biography Channel and Access Television; liaison between Master Control operators and client
- Volunteered for overtime to schedule live events for the YES Network

A&E TELEVISION NETWORKS - Stamford, CT

July 2002-December 2002 *Librarian*

- Coordinated all program and interstitial media duplication among three facilities
- Served as a liaison between producers and editors
- Oversaw daily media shipments

GROUP W NETWORK SERVICES - Stamford, CT

March 1998- June 2001 *Library Services Coordinator*

- Coordinated daily and weekly broadcast schedules
- Billed clients for records and tape stock
- Created spreadsheets to track tape stock usage

ACHIEVEMENTS

- Led teams to successfully launch 8 broadcast networks during my 12 year media career
- Promoted from Network Scheduling Coordinator to Senior Coordinator
- Earned 4.0 GPA in Human Resource Management certification
- Made Deans List 3 consecutive semesters in undergraduate studies

STRENGTHS

- Strive to give 100% to employer and to achieve personal and professional growth
- Knowledgeable in National Human Resource Legislation through HR Management certification
- 12 years of client services experience in a supervisory capacity
- Adept at meeting tight deadlines under pressure in busy environments while juggling multiple tasks
- Advanced communication skills, organizational abilities, outgoing nature, and professional demeanor
- Ability to work not only independently, but also to work as an integral part of a team

SOFTWARE EXPERIENCE

- Proficient in Microsoft Word, Excel, Outlook, Sundance automation, Gabriel, and Traffic Manager systems

INTERESTS

- Reading, music, cooking, film, baseball, football
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