

Leonard J. Garrison, MHRM, CPC

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Professional Profile

A seasoned professional with a master's in Human Resource Management and a Certified Professional Coach with several years of experience at Rutgers University leading a Career Services office, teaching a Career Management course to undergraduate students, and providing one on one counseling and group workshops for students and alumni; skilled in project and budget management, data analysis, and staff development; excellent communication skills with an ability to influence and guide others

Areas of expertise include:

- Employer relations and partnering
- Creating programs/workshops
- Staff supervision and development
- Career coaching
- Program management
- Mentoring

Education

Rutgers University, New Brunswick, N.J.

Master in Human Resource Management

GPA: 3.92

May 2014

Institute for Professional Excellence in Coaching

Certified Professional Coach (CPC)

November 2010

Rutgers University, New Brunswick, N.J.

B.A. in Economics

May 1986

Professional Experience

Rutgers University, New Brunswick, NJ

2012 - Present

Associate Director – SMLR Career Services and Undergraduate Instructor

- Lead a staff of 4 in Career Services supporting master's and undergraduate students, and alumni; analyze hiring trends, provide performance metrics, support mentoring program
- Partner with Fortune 500 employers such as J&J, Amazon, Prudential, and JP Morgan to build relationships and provide fulltime and internship opportunities for students/alumni
- **Teach 5 Career Management courses with 250+ students**
- Serve as a member of the Employer Development Council and on various committees
- Host 2 niche Career Fairs per semester with over 40 employers in attendance

Career Coach – University Career Services

2010 - 2012

- Provided services to a student body of 50,000 students and alumni regarding careers
- Conducted workshops on resume writing and cover letter development, interview preparation, follow-up etiquette, salary negotiations, and networking strategies
- Created and led a successful alumni job club featured on CNN in January 2011
- Utilized coaching skills and public speaking expertise to motivate individuals to action

CompNova {*recruiting firm*}, Edison, NJ
VP, Business Development

2003 - 2012

- Supervised a culturally diverse staff of 20+ recruiters in the United States and India
- Placed full-time and contract employees for Fortune 500 firms in various industries including Financial Services, Healthcare, Pharmaceutical, IT, and Media
- Developed new accounts and Request for Proposals, and negotiated contracts

The Fourbes Group {*recruiting firm*}, Avenel, NJ
Executive Recruiter

2001 - 2003

- Fostered positive relationships with human resource organizations to encourage the development of new business and enhance existing relationships
- Sourced, interviewed, screened, presented and placed high caliber candidates from staff through executive level in several Fortune 500 companies for field offices and corporate

The Prudential Insurance Company, NYC and Newark, NJ
Vice President, Financial

1998 - 2001

- Project Manager for a key strategic initiative to transition fee based Financial Planners which enabled the firm to provide a full array of products to high net worth clients
- Directed a core, highly skilled cross-functional leadership team of 15 individuals from Legal, Compliance, Training, Licensing, Marketing, and Operations & Systems
- Eliminated back office support resulting in an annual savings of \$2.5 million
- Managed a fixed expense budget of \$1.2 billion for the Retail Distribution sales channel
- Managed the multi-year planning and budgeting process, analyzed expense results vs. plan, recommended and presented expense reduction opportunities to the President of the sales channel, set policy, and implemented controls for reducing company expenses
- Led the project team responsible for the reengineering of our distribution system resulting in \$25 million of fixed expense savings in one year
- Developed a P&L for the distribution company, separate from product manufacturing, which enabled us to analyze profitability as a stand-alone entity for the first time
- Automated telecommunication expenses for 270 field offices resulting in over \$1 million per year in annualized savings in addition to improved efficiency and control

Additional Prudential Experience

1986 - 1998

- Director, Planning and Performance Measurement
- Director, Reengineering and Administration
- Manager of Mutual Fund Accounting
- Financial Auditor