Douglas Trapasso
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WSET Intermediate - Passed with Merit
WSET Advanced - Passed with Merit
Court of Master Sommeliers - Passed Intro Exam

Computer Knowledge: MS Word, Excel, PowerPoint, Access, PrintMaster, HRVantage, Abra

Education:

Sacred Heart University, Fairfield, CT
Masters in Business Administration, Human Resources
Central Connecticut State University, New Britain, CT
Bachelor of Science, Marketing

Volunteering/ Professional Organizations:

Young Professionals of Chicago (YPC) – 2002 - present
Sunday School Teacher – 2002 - 2004
Project Light – Elementary School student tutor **–** 2004 - 2008

Experience:

Treasure Island, Wine and Liquor Department
Sales Associate at Hyde Park store, May 2008 – April 2009

Chicago Public Schools, Office of Early Childhood Education
Administrative Assistant in Community Partnership Programs, August 2004 – present

* Design flyers, educational materials for workshops and inservices, design department newsletter
* Prepare reports of inservice attendance and site followup visits
* Coordinate workshops and special events, arrange for food, speakers, invoice payments
* Track department expenses, making sure Professional Development Training is within budget
* Draft letters, provide department phone coverage

Window to the World Communications, Inc., Chicago, IL
Human Resources Assistant, April 2000 - June 2002

* Organized benefits enrollment and termination procedures for over 300 employees
* Reconciled vendor bills to Finance records
* Completed EEOC reports, tracked COBRA, Leave of Absences, Long Term Disabilities
* Answered employees' benefit questions, resolved issues relating to insurance coverage
* Maintained HRVantage database, wrote reports based on this data
* Plan special events (i.e. blood drives, employee meetings, etc.)

Starwood Hotels and Resorts Worldwide, Boston, MA
Human Resources Assistant, December 1997 – March 1999
Administrative Assistant, Purchasing, August 1997 – December 1997

* Prepared slides for PowerPoint presentations for department members
* Oversaw update of supplier catalogue; gathered supply and cost data, inputting to Access tables
* Updated hard copy files and HR-1 Database on timely basis, created timely reports
* Tracked leave of absence additions/deletions, preventing overpayment of benefits
* Ensured employees were added and deleted from payroll at proper time, avoiding retro-payments
* Resolved benefits and payroll issues for employees and Human Resources Managers at Sheraton Hotels throughout America

References available on request