

Jane A. Federowicz, PHR
2435 Whitby Road
Havertown, Pennsylvania 19083
Phone: (610) 853-3778
Cell: 610-999-5627
Email: forestwhis@aol.com

CARER SUMMARY

Assistant Vice President for Human Resources (2010-current)

Director of Human Resources (2000-2010)

Rosemont College; Rosemont, PA

Direct the overall operations of the Human Resources Department including all aspects of the management of payroll, benefits, and employee relations for both faculty and staff. Management aspects and responsibilities include: benefits; compensation; hiring; training; employee relations; monitoring of federal and state regulations compliance; ongoing review, development, and communication of employee policies and procedures; recruitment and selection of all non-academic personnel; maintenance of personnel files and records; employee mediation; oversee disciplinary procedures and actions; development of employee performance evaluation process; processing pension distributions; preparation of month-end payroll and labor distributions journal entries; prepare annual accrual journal entries, bank reconciliations; coordination and processing of necessary documents for insurance risk management, workers compensation, and unemployment; implementing additional risk management controls including implementation of a Safety Committee and effective workers' compensation policies; coordinate staff appreciation functions to increase employee morale; completion of surveys and data analysis; perform duties of the tuition exchange liaison; and serve as advisor to President, Vice President for Finance and Administration, and other College administrators on employment related issues.

Director of Personnel Services (1999-2000)

Rosemont College; Rosemont, PA

Charged with the creation/establishment of the Human Resources Department for the College. Responsibilities included: hiring of staff for the new department, development, revision, implementation, and communication of employee and risk management policies; insuring compliance with federal, state, and local regulations; revision of staff and administrative handbooks; proposal of creative ideas for the improvement of employee morale and staff/faculty joint relations; development of orientation and exit processes; development of employee file and records maintenance; reevaluation of payroll including conversion of payroll software package and benefit processes, options, and vendors. Additional supervision including the general office, telephone operator, mailroom, and liaison with the Follett College Bookstore.

Accounting Manager/Controller (1990-1999)

Rosemont College; Rosemont, PA

Responsible for the overall operation, management, and accounting of the institutional financial records. Responsibilities included: preparation of monthly journal entries; collection, interpretation, and maintenance of financial data; preparation of monthly/annual financial and student billing statements; account analysis; cash reconciliations; insure compliance, collection and distribution of federal financial aid; performance of system operations for the IBM System 36 mainframe computer; bank and audit liaison; supervision of accounts receivable, student billing, accounts

payable, collections, payroll, and the bookstore.

College Committee Involvement

Strategic Planning Steering Committee
Middle States Self-Study Steering Committee
Total Compensation Advisory Committee (Chair)
Planning and Resources Middle States Self-Study Work Group (Chair)
Administrative Committee (1995-2000, 2004), (Chair)
Administrative Committee Steering Board (1995-2005)
Presidential Inauguration Committees (1991, 1995, 2001)
Retirement Investment Committee (Secretary)
Safety Committee
Parking Board
Emergency Response Team

Head Teller/Service Manager (1988-1990)

First Pennsylvania/Core States Bank; St. Davids, PA

Responsibilities included: handling large volumes of cash; overseer of check cashing and deposit compliance, money orders, U.S. savings bonds, and cashier's checks; preparation of daily reports; maintenance of ATM machine; trained, monitored for security and compliance, and supervised up to eight employees; maintained good corporate and individual customer relationships; and sales of banking products.

Teller (1985-1988)

First Pennsylvania/Core States Bank; Ardmore, PA (Main Line Region)

IBM System 34 Programmer (RPGII), IBM System 34 Operator, Export Manager and Assistant Manager of Order Department (1979-1983)

Scriptomatic, Inc.; Philadelphia, PA

MEMBERSHIPS/AFFILIATIONS

College and University Professional Association for Human Resources (CUPA-HR)

National Board Member (2006-2012)

Treasurer (2008-2012)

Executive Committee (2008-2012)

Budget and Finance Committee, Chair (2008-2012)

International Outreach Task Force (2011-2012)

Policy Committee (2008-2009)

Membership Committee Member (2005-2008)

Dues Task Force (2006-2007)

Awards Committee (2006-2008, 2010-2011)

Corporate Advisory Committee (2007-2009)

Eastern Region Board (2004-2008) Chair (2006-2007)

Eastern Pennsylvania Chapter Co-President (2003-2006), Interim (2007-2008)

Eastern Region Host Committee (2003)

International exchange ambassador at the Universities Personnel Association (UPA) conference in Durham, England (2008)

Society for Human Resource Management (SHRM) (2002-)

Southeastern Pennsylvania Consortium for Higher Education (SECPHE) Consortium Human Resources Group (1993-)

Greater Valley Forge Human Resources Association (GVFHRA) (2003-)

National Multiple Sclerosis Society, Greater Delaware Valley Chapter
Leadership Class 2005
Advisory Committee for Human Resources (2005-)

Volunteer at the Humane Society of Ocean City for special events (2009-)

AWARDS

CUPA-HR Eastern Region Diedrich K. Willers Award (2009)

CUPA-HR National Excellence in Human Resource Practice Award (group award) (2000)

CUPA-HR Eastern Region Excellence in Human Resources Award (group award) (2000)

First Pennsylvania Bank - nominated for Tesse Award (1989, 1990)

First Pennsylvania Bank - received regional recognition for outstanding service (1986, 1988)

EDUCATION

Pursuing B.S., Management, Rosemont College

Alpha Sigma Lambda Honor Society

Haverford High School

CERTIFICATIONS

Professional in Human Resources (PHR), Society for Human Resource Management (SHRM) and Human Resource Certification Institute (HRCI) (2002)

Professional Certificate in Human Resource Management, Villanova University and the Society for Human Resource Management (SHRM) (2001)

Professional Certificate in Accounting, Rosemont College (1993)