

Martin Choleski
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SUMMARY

Licensed Football Intermediary with the United States Soccer Federation (USSF) focused on scouting and representing players in the United States market . Over five years experience within management developing excellent human resources strategies for highly regulated environments. Skilled in the development of recruiting strategies and analyzing of new and established employees, including morale. Passionate, organized, detail-oriented, and results-driven with ability to use communication and organizational skills to aide in management of companies including management of people.

WORK HISTORY

Football/Soccer Intermediary

August 2019 to Present

- * Registered Football/Soccer Intermediary with the United States Soccer Federation (USSF) focusing on representing players.
- * Networking and creating connections among the football industry to create playing opportunities for American players, including youth, college, and professionals playing among the US leagues.
- * Representing players during contract negotiations and re-negotiations with club and sponsors.
- * Scouting promising players to represent and help further enhance their professional careers.

Human Resources Intern, The Valley Hospital, Ridgewood, NJ

February 2018 to May 2018

- * Analyzing training needs and gaps for the Valley Hospital along with planning, developing, and reporting on statistics, including assisting with identifying core content.
- * Providing input of industry and company related changes to proactively train employees on corresponding modifications.
- * Providing input on enhancing training tests and other evaluation processes for required trainings.
- * Assess employees Training and Development needs, including evaluating gaps in plans and recommending an enhanced Training Plan.
- * Working directly with human resource managers on projects such as creating an effective communication plan to engage employees to better understand their training needs and conducting assessments of current employee training needs while also analyzing the data and providing solutions using Excel and Powerpoint presentations.
- * Working with Talent Development Specialists to prepare organizational training events such as Safety and HRO training, for 30+ employees.
- * Helping the Recruiting managers implement search filters and criteria for over 30 difficult-to-fill job positions.

Operations Manager, CSM Construction, Garfield, NJ
November 2013 to January 2018

- * Provided day-to-day guidance to owner regarding staffing, terminations, discipline, training, compensation, and benefits; advised and counseled 20+ employees in the interpretation of policies and procedures.
- * Prepared reports, invoices, proposals, and work progress analysis using Microsoft Word and Excel alongside obtaining certificates of insurance and required permits for houses and buildings of \$1M+ worth.
- * Partnered with legal on employee relations issues including discipline, severance, immigration, terminations, and general policies and procedures.
- * Developed and implemented cost effective recruiting strategies that promoted the hire of qualified candidates for open positions. Created and posted advertisements for employment through various sources such as Craigslist, Facebook, and LinkedIn.
- * Screened candidates for employment. Proposed best qualified workers to owner of company along with feedback from professional references if requested.
- * Advised owner directly in hiring and compensation decisions that are consistent with established salary parameters.
- * Managed the tracking of employee information and files ensuring legal compliance. Reported hiring, departure, turnover, and retention activity as requested. Analyzed changes in employee morale to further increase company success.

Manager, AmeriPark Exclusive Valet, Garfield, NJ
January 2013 to March 2014

- * Supervising teams of 20+ attendants for upscale restaurants and lounges within the Tri-State area including restaurant such as Oceanos and LeMalt Lounge.
- * Recruiting and screening employees along with posting job advertisements for employment through various sources such as Craigslist, Facebook, and LinkedIn.
- * Provided effective time management strategies such as dividing teams into stations during fast paced events of highly attended venues.

ADDITIONAL SKILLS

Multilingual in English, Macedonian, Serbo-Croatian, and Bulgarian.

TECHNICAL SKILLS

SPSS, Windows 7-10, Macintosh, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Project, Outlook, Publisher), Adobe Creative Suite (Adobe PhotoShop, Adobe Acrobat, Adobe Flash Player), InDesign and Instagram and Facebook Power Editor.

EDUCATION

Kean University, Union, NJ

Bachelor of Science

Major: Psychology with a track in Organizational Psychology.

Graduation: May 2018