

***Alice Duryee, PHR, CP, Notary***  
2145 Stonington Terrace  
West Palm Beach, Florida 33411  
Cell: (516) 503-9348 (Note NY Area code)  
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**SUMMARY OF QUALIFICATIONS:**

- Organized, efficient and precise with strong communication and liaison skills
- Skilled in development and execution of company policies and procedures
- Decisive and direct, yet flexible in responding to constantly changing environments
- Unique problem resolution and time-management experience
- Able to coordinate multiple projects and meet deadlines under pressure
- Enthusiastic, creative and willing to assume increased responsibility
- Proven ability to adapt quickly to challenges and changing environments

**EMPLOYMENT HISTORY:**

- 09/18 – present      **VULTR** West Palm Beach, Florida  
**Position:** *Human Resources Manager to COO and CFO*  
\* Talent Acquisition, Recruiting, Onboarding and Offboarding  
\* HRIS Migration and Implementation  
\* Management and Supervisor Training  
\* Implemented Employee Performance Management and Improvement  
\* HR Policy, Process and Systems Design  
\* HR Best Practices  
\* Staff Coaching and Mentoring  
\* Payroll
- 01/17 – 09/18      **Aviation, Power + Marine** Boynton Beach, Florida  
**Position:** *Human Resources Manager to Chief Executive Officer/President*  
\* Talent Acquisition Health Plans, Voluntary Benefits and 401(k) plans  
\* Administer and oversee Cobra, ADA, Short/Long Term Disability  
\* Manage Workers Compensation  
\* Management and Supervisor Training  
\* Implemented Employee Performance Management and Improvement  
\* HR Policy, Process and Systems Design  
\* HR Best Practices  
\* Staff Coaching and Mentoring  
\* Manage all workplace training including: Safety, ISO 9000 and OSHA  
\* ADP Total Source Payroll, Benefits & 401(K) Conversion/Implementation  
\*, Recruiting, Onboarding and Offboarding  
\* Administered Group Health Insurance

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10/14 – 10/16      **Christ Fellowship**, Palm Beach Gardens, Florida  
**Position:** *HR Coordinator to Director of Human Resources*  
\* Recruiting, Onboarding and Offboarding  
\* Benefits Administration  
\* COBRA, Workers Compensation, Short/Long Term Disability  
\* Managed ADP Payroll for 400 employees in 10 locations  
\* Performance Management in a fast-paced matrix environment  
\* Facilitate meetings between supervisors and employees  
\* Staff Coaching and Mentoring  
\* Managed complex calendars, projects and Event Planning  
\* Managed executive administration and relationships between departments

11/02 – 10/14      **Independent Human Resources Consultant** –New York and Florida  
Utilizing over 25 years of Human Resources and Administration experience, consulted and coached companies and individuals in Recruiting, Compliance, Human Resources law, Employee Relations, Performance Management, Management and Supervisor Training, Safety Training and the implementation of Benefits, best practices, Employee Handbooks, policies and procedures.

**CERTIFICATIONS:**                      Professional of Human Resources (PHR)  
Member of Society for Human Resource Management (SHRM)  
Member of Human Resources Association of Palm Beach County (HRPBC)

**COMPUTER SKILLS:**                  ADP, Taleo, Microsoft Word, Excel, PowerPoint, Prophix, Arena, Concur, EMS, Zenefits, Workable,

**EDUCATION:**                          Empire State College, Bachelor of Science, Human Resources Management  
SUNY at Farmingdale, Associate of Science, Business Administration

American Management Association: Human Resources and the Law  
EEO Training for Managers

Conflict Resolution

**MINISTRY:**                              Long Island Youth Mentoring – Children’s Mentor  
Family Foundations International – Ancient Paths Seminars Facilitator  
National Association for Marriage Enhancement-Certified Marriage Specialist  
Samantha’s Lil Bit of Heaven – Bible Study Teacher  
Long Island Teen Challenge – Women’s Mentor, Fundraising  
Christ Fellowship Women’s Ministry, Prayer Team, Volunteer Coordinator  
ALPHA – Leader Training and Table Host