

DAWN A. SCONZO, PHR

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SALES PROFESSIONAL

Award-winning, results-driven Sales Professional with expertise in selling HR solutions to companies with up to 2,000 employees. Proven track record of driving sales growth and increasing revenues. Demonstrated skill in cultivating long-term relationships to expand business opportunities. Adept at conducting compelling presentations to senior management and outperforming the competition. Inducted into President's Club and named Employee of the Month.

Core Knowledge & Skill Areas:

- ◆ Sales Growth
- ◆ Executive Presentations
- ◆ Client Needs Analysis
- ◆ Cost Savings
- ◆ Product Demonstrations
- ◆ HR Solutions
- ◆ Territory Development
- ◆ Client Relations
- ◆ Training

PROFESSIONAL EXPERIENCE

PERFECT SOFTWARE, Norwalk, CT

2010 – Present

Business Consultant

Consult with businesses with up to 2,000 employees on such issues as HR compliance, payroll, talent management, and other employer services. Develop long-term relationships with prospects in the Northern NJ area. Develop uncharted territory and manage/interpret business solutions for client companies.

- Generated \$60,000 for company and saved 25% for Texas nonprofit by providing paperless HR solution.

CHECKPOINT HR, Edison, NJ

2008 – 2010

Sales Executive

Closed new business with client prospects that had up to 1,000 employees. Conducted in-person demonstrations and webinars for senior level management, including C Suite. Cultivated relationships that led to new business opportunities in the business to business arena.

- Secured \$150,000 in new business after persuading CEO, CFO, and Director of Finance of corporate company that they would save at least 30% on costs and receive better service with CheckPoint than with a competitor.
- Drove 25% increase in new business in just one year by devising effective cold calling phone scripts.

AUTOMATIC DATA PROCESSING, INC., Florham Park, NJ

2000 – 2008

Systems Consultant (2006-2008)

Consistently supported 30 telesales inside sales managers (MAS, SBS, and TotalSource) by providing technical assistance such as client needs analysis and demonstration of product capabilities. Trained and developed new inside sales managers by providing ADP knowledge and product training. Kept inside sales managers abreast of product developments, competitive intelligence, and HR and industry trends. Aided inside sales managers with ROI and pricing.

- Realized total sales revenue of more than \$.5 million for FY 2007.
- Inducted into President's Club for FY 2007.
- Named TeleSales Employee of the Month in August, 2007.

Implementation Consultant (2000 to 2005)

Performed HR, benefits, and payroll analysis for new and existing clients, implementing Enterprise HRMS and PayForce. Instructed clients on how to best utilize Enterprise and PayForce Systems to meet business needs. Assisted clients with setting up tables, security, data conversion, and testing. Aided clients in instituting business procedures for use with Enterprise and PayForce Systems. Troubleshot system issues for clients.

LAWSON SOFTWARE, Little Falls, NJ

1999 – 2000

Human Resources Application Consultant

Provided application training for clients, using Lawson Software Human Resources Module. Collaborated with clients to determine how the product would impact their organizations.

MORGAN STANLEY DEAN WITTER, Jersey City, NJ

1999

Project Manager

Facilitated planning meeting with relevant parties to gather data related to project. Created and managed a project plan that summarized tasks, resources, and costs associated with project.

SALOMON SMITH BARNEY, New York, NY

1997 – 1999

Benefits Administrator

Managed retiree administration, including monthly billing and payments, compiling/analyzing monthly headcount reports and fielding questions from retirees. Oversaw Employee Stock Purchase Plan and 401(k) Retirement Plan, including loans, withdrawals, rollovers, distributions, total loan payments, QDRO's, wiring funds, loan/contribution true-ups, and excess plan payments. Calculated company match and guideline benefit amounts as well as rates of return. Consulted with and advised former employees of their options for 401(k) investment after their departure. Administered Global Retirement Plan for international employees.

APPLIED GRAPHICS TECHNOLOGIES, Carlstadt, NJ

1993 – 1997

Human Resources Benefits/401K Plan Administrator

Oversaw employee 401(k) enrollments, contribution amounts, loans, rollovers, distributions, and discrimination testing. Handled monthly billing for medical, dental, and life insurance premiums. Managed COBRA and FMLA for over 1,200 employees. Processed new hire, termination, and salary increase documentation. Facilitated new employee orientation and conducted exit interviews.

EDUCATION

Bachelor of Science in Exercise Physiology, East Stroudsburg University, East Stroudsburg, PA

CERTIFICATIONS/LICENSURE

Professional Human Resources Certification from Society of Human Resources Management

Human Resource Management Certificate from Rutgers University

Coursework Towards Certified Employee Benefits Specialist from Fairleigh Dickinson University

Licensed as Health and Life Insurance Producer