

TERRI DESAI

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PROFESSIONAL STATEMENT:

Operations professional with extensive experience in **multi-tasking/project management; administrative and office support; budget management** seeking to support a mission based organization or initiative.

CORPORATE EXPERIENCE

Morgan Stanley | Diversity & Inclusion Consultant |2015-16| New York, NY

- Recruiting and retention within the Wealth Management division
- Ideation, research, & project management of infographic projects to train staff & analyze impact of MS D&I initiative

NEW YORK UNIVERSITY | 2001 – 9| New York, NY

- **Asst Dir of Operations| Recruiter/HR Generalist Development & Alumni Relations** [2005 – 7]
 - Daily management of senior professional and clerical positions
 - Facilities & office management for two floors of University offices [25 West 4th Street, 3rd and 4th floors] - renovations; daily ops; crisis management & intervention
 - Employee performance evaluations - annual reviews, self-evaluation & career mapping
 - Budget management & served as authorized department signature for programs totaling \$14M
 - Departmental staffing
 - Lead of \$2.5B campaign
 - Full life cycle of recruiting
 - Lead of department-wide events - small and large scale - and associated budgeting
 - Partnership & vendor relations
- **Compensation Analyst, Division of Human Resources** | 2001 – 5|
 - Direction of HR & Hiring Managers on University's compensation, HR policies & guidelines, bargaining unit agreements, & legal requirements
 - Advised on organizational goals - informed by project & goals assessments
 - Recommending compensation packages - research, reporting, analysis, & solution on budgetary items - salary; fiscal; equity
 - Compliance with the Fair Labor Standards Act
 - Composition & editing of reviewed job descriptions for client units
 - Salary surveys & planning - research & methodologies

AMERICAN EXPRESS| Recruiter/Talent Acquisition Specialist |1999-01| New York, NY

- Recruiting, screening, offers, & closing of high-level positions - Analysts to VP vacancies
- Coordinated and staffed professional career fairs such as HotJobs Expo, WorkWorld, and a variety of "open house" events.
- Business partnership leadership resulting in per hire cost reduction-\$1.5M yield in 2000-01

CAHNERS BUSINESS INFORMATION | *Recruiter* [1998-9]

New York, NY

- Recruiting for exempt & non-exempt creative positions - editors, art designers, copy editors & writers etc
- Sourced and assessed skills of prospective candidates
- Communications coordination with management per HR & recruiting operations

INDEPENDENT & COMMUNITY EXPERIENCE

Boerum Hill Middle School PTA | *Treasurer* | 2021-2022 |

Brooklyn, NY

- Sole management of PTA funds and financial affairs [~ to \$80,000]
- General bookkeeping, Quickbooks
- Establishing of online banking presence and full scale streamlining of all financial operations
- Closing out of ~two years of accounting data
- Back taxes reconciliation
- Hiring & manager CPA & additional bookkeeper

PS 107 John W Kimball Learning Center

Brooklyn, NY

- ***SLT (School Leadership Team) Parent Representative* | 2018-2019 |**
 - Development, project management of, and communications concerning Comprehensive Educational Plan (CEP)
- ***PTA Lower Grade Representative* | 2015-2016 |**
 - Executive role tasked with engaging new/incoming K-2nd graders' families

Juice in the City | *District Manager* | 2011-2012

Brooklyn, NY

- Recruited Sales Managers
- Onboard and train new Sales team
- Research local online communities for recruitment

Sheltering Arms Youth Center | *Guest Teacher* | 2014 |

Rockaway, NY

- Team - taught a grant funded program - called the Youth Adult Career Development curriculum.
- Instructing students via interactive lessons and role play
- Supporting & education diverse student community of teens & young adults - ages 16-24 in ages

Girls Leadership, Inc | *Teacher* | 2018-2019 |

Brooklyn, NY

- Teaching student leadership skills & encourage character development via theater education techniques

EDUCATION

- **NEW YORK UNIVERSITY | SCPS | Management | Project Management | Editing** New York, NY
- **CORNELL UNIVERSITY | FLSA Workshop, Fundamentals of Compensation** New York, NY
- **APPALACHIAN STATE UNIVERSITY | Bachelor of Science, Business Education** Boone, NC