



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: June 27, 2022
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as Human Resources Director. This term will expire on July 1, 2025.

Donna Drelick
8 Chadwick Street
Methuen, MA 01844

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8 Chadwick Street
Methuen, Ma 01844

(978)688-0124
kaddrelick@comcast.net

Objective: *To obtain a challenging and fulfilling position in a busy, caring and team-oriented environment.*

City of Newburyport, Newburyport, Massachusetts, 2019 – Present

Human Resource Director

- ***Managed the Human Resources Department***
- ***Negotiations for all Unions***
- ***Recruitment***
- ***Work with department heads on complex employee issues***
- ***Manage hiring process for all new hires***
- ***Write and audit job descriptions***
- ***Manage all employee benefits***
- ***Process all employee changes***
- ***Collaborate with payroll to ensure all legal requirements are met***
- ***Set up accrual system for accurate accounting (per auditing requirements)***
- ***Communicate benefit information to employees and retirees***

Human Resources Specialist

- ***Assisted HR Director with payroll auditing***
- ***Benefit administration***
- ***On boarding and terminations***
- ***Maintained all CORI and I-9 Information***

Schleifring North America, LLC, Chelmsford, Massachusetts, March 2018 – present

Human Resource Consultant

- **Write and edit new company handbook**
- **Implement new employee policies**
- **Write new accounting and foreign export policies**
- **Manage new hire and contractor hires**
- **Manage benefits and open enrollment**
- **Manage payroll**
- **Handle company travel arrangements**
- **Plan company events**

Brooks School, North Andover, Massachusetts, 2000 – August 2017

Business Office Manager

- **Supervise account receivable, payable, student services.**
- **Accounts receivable & payable processing.**
- **Campus wide purchase process management.**

- Human resources responsibilities including administering, processing and evaluating employee benefits, customer support and hiring/termination processing.
- Budget coordination for the entire school.
- Manage deposits, transfers and reconciling of all cash accounts including endowment and restricted cash accounts.
- Prepare for cash transfers from line of credit based on the cash forecast and business needs.
- Stock purchases and sell orders.
- Process and manage payroll.
- Provide monthly reports to Business Manager & Asst. Business Manager.
- Provide year end reports for accounting firm for annual audit.

KGR, Inc., Lawrence, Massachusetts, 1989 -2000 *several positions held during this time.*

Accounts Receivable Representative for Major Accounts

- Handled all cash receipts and research on all charge backs.
- Customer service specialist handled all new orders from entry to verifying pricing.

Retail Store Accountant

- Responsible for all accounting function relating to retail processes including store opening, closing out sales and all month end reporting.

Inventory Control Coordinator

- Maintained all company piece good inventories. Handled annual audit of inventory.
- Worked closely with accounting department on all payables related to inventory.

KGR Line Representative

- Handled all accounts relating to KGR exclusive line. Cost accounting, sales and management of customer base.
- Sales Representative for major account.
- Managed all Talbot's retail orders. Coordinated pricing, samples, fabric costs, placing orders with contractors in order to comply with customer delivery dates.

Production Manager

- Scheduled all contractors to fulfill orders based on specified deliveries while accommodating customer needs.

Education & Skills

Castle Junior College, Windham, NH, Associates Degree, Business Administration

Software Knowledge: MS Word, MS Excel, Google Products, Senior Systems, ADP & Harpers Payroll, ConnectPay, SAP