

Founder | [JOSROW Consulting](#)**September 2014 – Present**

- Professional speaker: Human Resources, D&I, disability/invisible disability, and hiring practices
- Professional coaching: job application process, resumes, cover letters, negotiation, appropriate monetization of skillset
- “Startup HR”: hiring, payroll, on/off boarding employees, healthcare, interns/intern programs, state and federal taxes
- Employee sourcing specialist: highly-skilled candidates (tech, startup, intern) for small and mid-sized businesses

Career Coach | [Work Bigger](#)**May 2017 - Present**

- Customize coaching programs for women’s ERG (or similar); most recent client AOL and Yahoo
- Coach: 8-week program, 1-on-1 support to “do work you love and make a difference in the world (without burning out)”
- Mentor women in mid-career or in transition on building skills, career path clarity, from a place of consciousness and health

[Talent Advocate](#): NYC, Boston, and DC - Diversity & Inclusion Focus (D&I) | Hired, Inc. **January 2016 – October 2017**

- Coordinator of events with industry leaders, D&I specialists, and clients to build community, brand awareness in markets
- Coach tech talent; interview prep, salary negotiations, professional development, and goal setting
- Maintain a tight pulse on the tech industry, start-up recruitment; analyze insights to enhance candidate success
- Track 600+ candidate pipeline with high touch support and communication
- Lead, East Region: Women’s Employee Resource Group (ERG) of 30+ members; participant in People of Color ERG

HR Generalist and Intern Program Director | [Eko Communications](#)**August 2014 – March 2016**

- Sourced, recruited, and interviewed intern to senior technical talent for engineering in US and International
- Reconciled tax related issues accrued by predecessor with a; manage and track expense reporting
- 75% reduction of fees with state tax compliance, prepared and ran payroll, administered and managed all benefits
- Collaborated on new initiatives and global business strategy for international product deployment

Executive Assistant and Intern Program Manager | SPORT195**March 2013 – August 2014**

- Established and supervision seed stage startup payroll administration, all employee benefits, and compliance for states
- Hired 200+ team members for Hyderabad, India office (interviewed 15+ international candidates weekly)
- Development of company-wide hiring procedures and policies; interviewed and trained new employees internationally

Outreach & Events (a selection)

Panelist , National Disability Employment Awareness Month (NDEAM) at Berkeley College	October 2017
Program Creator, AOL/Yahoo’s Women’s ERG	October 2017
Specialist Career Coach, National Association for Multi-ethnicity in Communications (NAMIC) Workshop	October 2017
Speaker: Acing the Interview at General Assembly, Washington DC	September 2017
Panelist: Get Hired at a UX Designer, General Assembly, Washington DC	August 2017
Presentation & Speaker: Best Tech Portfolio, Work Session & Critique	May - July 2017
Judge for ScriptEd ’s High School Hackathon	April 2017
ScriptEd & Volunteer Job & Interview Prep Coach	April 2017
Speaker Application on Invisible Disabilities, Grace Hopper Conference	March 2017
Speaker, Fu Foundation SEAS Columbia University	October 2016
Event Creator: #ResumesAreDead	September 2016
Participant, #SheHacksNYC (2 nd all female hackathon in NYC)	September 2015
Coordinator, #SheHacksNYC (1 st all female hackathon in NYC)	April 2015

Advanced Diploma in [Managing Workplace Diversity and Inclusion](#) at New York University **May 2017 – August 2017**

- Advise executive management on D&I strategies, progress, and compliance
- Assess workplace barriers and challenges that impede diversity and inclusion and for strengths in place that can help
- Understand cultural competence and a model by which to assess the diversity acumen of others and workplaces
- Develop and implementation of strategic workplace D&I plans that align with business goals, company objectives

International Travel (Residency)

Belize	Costa Rica	Cuba	Czech Republic	England	<i>Ecuador</i>	Galapagos	<i>Grenada</i>
Guatemala	Honduras	Hungary	Ireland	Lithuania	Latvia	Mexico	Morocco
Nicaragua	<i>Spain</i>	Panama	Poland	Portugal	Puerto Rico	Russia	Thailand

English: Native Speaker**Spanish:** Advanced Fluency