



## Profile

# Danielle S. Sliozis, SHRM-CP

### Experience

#### **Burger Consulting Group — June 2012**

*HR Consultant* – advises on industry best practices as well as recruiting and onboarding, performance management, training and development, benefits administration, organizational training and development. Bringing a broad industry experience as well as knowledge of practices in other industry sectors working nationally and with contractor clients of all sizes.

*Project Manager* – responsible for timely completion of client engagements including IT Assessments, Software Selections and Implementations. Works with clients and software to ensure project objectives and deliverables are met including maintaining both schedule and budget. Responsible for implementation end-user training planning and administration including collaboration with clients on curriculum development. Additional responsibilities include marketing and public relations for the firm.

#### **City of Chicago, Department of Aviation – March 2008 to June 2012**

Assistant to the Commissioner serving the Commissioner and 1<sup>st</sup> Deputy Commissioner of Chicago's O'Hare and Midway International Airports as well as the O'Hare Modernization Program. Liaison to executive staff, middle management, consultants and contractors to ensure open lines of communication with the executive office. Final line of review for all outgoing correspondence. Tasked with the development and coordination of American Association of Airport Executives and the Chicago Department's annual *Airports Going Green* Conference. Assisted in the organization of events, programs, and activities in conjunction with the Public Relations division and other external stakeholders. Additionally acted as final line of review for all outgoing correspondence.

#### **Ricondo & Associates – January 2005 to March 2008**

Administrative Assistant for an aviation consultancy, specifically provided on-site staffing for the O'Hare Modernization Program, one of the largest construction projects in the country. Advised in Human Resources issues including the development of the PTO policy, recruitment and selection, employee evaluations and benefit guidance. Additionally, coordinated the company-wide Training and Development program. Responsible for the preparation and submittal of task orders on contractual work.

### Education

DePaul University  
Chicago, IL  
Kellstadt School of Business  
Masters of Science in Human Resources  
Management

University of Michigan  
Ann Arbor, MI  
College of Literature, Science & the Arts  
Bachelor of Arts in English and Spanish

### Certifications

Society for Human Resources  
Management – Certified Professional

### Associations

Society for Human Resources  
Management  
The eLearning Guild