

## **ROBERT P. ROCHE III**

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### **Education**

**Boston University**, Boston, MA  
**B.A.**, Economics

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### **Experience**

February 2016 –  
Present

**Organizational Performance Group**, Woodbridge, CT  
*Client Services Assistant*

- Provide project management assistance to Principals and Associates, including liaising with client representatives to plan meeting and event logistics
- Attend client meetings with the Principal and/or Associates to assist with set-up, note-taking, and onsite support
- Complete all follow up activities generated at client events
- Prepare notes and compile evaluations from client meetings for Principal or Senior Associate
- Prepare or edit PowerPoint presentations and other materials for presentation to clients
- Provide overall administrative assistance, including: scheduling, filing, copying and routing of documents, and drafting correspondence

August 2016 –  
November 2016

**Yale Law School, Alumni Affairs**, New Haven, CT  
*Events Administrative Assistant*

- Oversaw digital and physical registration processes, customer inquiries, transportation, and merchandising for Alumni events.
- Attended client meetings with the Principal and/or Senior Associates to assist with set-up, note-taking, and onsite support
- Managed travel arrangements, venue preparations, and AV requirements for all sessions
- Acted as primary contact for high-profile guests and event speakers
- Planned security rotations and transportation for high-profile guests and event speakers
- Provided support and insight with financial records, data entry and registration reports
- Designed, ordered, and organized merchandise for upcoming events, some hosting up to 1000 guests
- Implemented online registration through CVENT and provided service for customer inquiries on registration

March 2015 –  
August 2016

**Best Doctors**, Boston, MA  
*Talent Acquisition Coordinator*

- Championed the candidate experience by being the Ambassador of Best Doctors recruitment process
- Coordinated globally with candidates and hiring managers to schedule interviews
- Scheduled travel arrangements for interviews
- Planned and oversaw staff appreciation events and collaborated with vendors and management under strict budget
- Oversaw recruitment events, duties include booking venues, AV and catering requirements, and staffing
- Collaborated with director to develop and implement staff events and internal competitions to promote growth

- Utilized skills in media and marketing to spearhead employee branding initiative
- Oversaw growth and maintenance of social media for department and introduced innovative marketing tactics

August 2013 –  
March 2015

**Harvard University**, Cambridge, MA  
*Human Resources Coordinator/Assistant Manager*

- Provided managerial support to the Aquatics Manager and the Human Resources office of Harvard Athletics
- Interviewed and hired all new employees for 3 athletic facilities
- Collaborated with management to plan and oversee athletic competitions and recreational events
- Planned and oversaw event details such as safety requirements, staffing, catering, and transportation
- Maintained HR records by recording new hires and changes in job classification for existing employees
- Facilitated orientation for all new employees, focusing on implementing company policies and safety regulations
- Implemented and executed quarterly performance reviews with staff, made promotions using performance analysis
- Drafted monthly Staff meeting agendas, lead discussions with management staff and perform individual follow-ups on staff