

BOARDS AND COMMISSIONS APPLICATION

Please complete the following information in full,
attach a cover letter, current resume or biography and return to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: Denver Asian Pacific Advisory Commission of the Mayor
DAPAC

Last Name: Eswaran First Name: Ferooza

Occupation/Employer: HR Manager/DatamanUSA LLC

Work Address: 6890 S Tucson way, Suite #100 City: Centennial Zip: 80112

Work E-mail Address: faith@datamanusa.com

Work Phone: 720-248-3130 Work/Home Fax: _____

Home Address: 6262 S Jamaica Ct City: Englewood Zip: 80111

Home Phone: 303-694-0955 Cell Phone/ Pager: 303-304-0170

Home E-mail Address: ferooza@gmail.com

Are you a registered voter? Yes No If so, what county? _____

Denver City Council District No.: _____ Ethnicity (Optional) Asian(Indian)

Highest Level of Education or Degree Earned: Masters Year Completed: 1988

Memberships/ Organizations/ Volunteer Activities (include past or present):

Brents Place; A home for kids with Cancer.

India Nepalese Heritage camp

Lion Project: Fundraising for Homeless kids in DPS

Round Table 44 India: School project

Ladies Circle 5 India

Avon walk for cancer

Boy Scouts troop 9 Eagle co ordinator

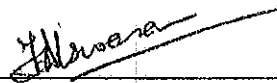
References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
<u>Pam Sweetser</u>	<u>2052 Elm Street Denver, Colorado</u>	<u>303-320-4234</u>
<u>Katie Keating</u>	<u>Brent's Place, 11980 E 16th Avenue, Aurora, CO 80010</u>	<u>720-343-2800</u>
<u>Sam Thomas</u>	<u>24408 E Arkansas Pl, Aurora, CO 80018</u>	<u>303-596-6169</u>
<u>Sangeeta Guha</u>	<u>Akron Way, Greenwood Village</u>	<u>303-596-6605</u>

Special Information:

Is there anything that would adversely affect public confidence in your appointment or service? Yes
NoX

If yes, please explain on a separate sheet of paper.



Signature

03 | 08 | 10

Date

Return Completed Form to:

Suzan Moore, Director of Boards and Commissions

City and County of Denver Building, Room 350

Denver, CO 80202 Phone: (720) 865-9034 Fax: (720) 865-8787

Suzan.moore@denvergov.org

Ferooza A. Eswaran

(CERTIFIED PHR)

*ADDRESS: 6262, S Jamaica Ct, Englewood CO 80111
Phone-303-694-0955 Cell: 303-304-0170
ferooza@gmail.com*

Objective

To be a part of the interesting and dynamic science of Microbiology. Seeking a career in academics, industry or research.

Work Experience

HR Manager for DatamanUSA, LLC Denver, CO.

October 2006- to date

As the HR manager of a small business, I wear many hats; Duties include recruiting, hiring, managing benefits, performance evaluation, terminations for IT professionals. Corporate agreements review, job fairs, career fairs. Also building of partner programs, vendor relationship management, consultant relationship management, and building a vendor base.

- Recruit and staff from internal and external sources .
- Develop relationships with professional recruitment agencies, schools, and all levels of internal management and employees.
- Utilize applicant tracking system to identify and track candidates.
- Assess candidates' abilities and expectations; conduct interviews as requested by hiring manager and provide assessments to optimize quality of hire.
- Partner with hiring manager to advise on compensation and compile offer packages; negotiate offers with candidate, and expedite on-boarding.
- Process pre-employment screening
- Assure company policies are administered fairly and consistently throughout the area of responsibility
- Effectively communicate and execute necessary changes to policies and procedures
- Perform advanced employee relations functions including support and counseling regarding personnel and job related conflicts, problem solving and dispute resolution, managing employee performance issues, review and assessment of termination requests; conduct exit interviews
- Conduct complex/sensitive employee related investigations
- Administer all Leave of Absence programs and processes
- Conduct open enrollment and other benefits related programs as needed.
- Ensure timely and accurate entries to the data base.
- Ensure timely and accurate payroll entry for designated client group
- Perform audit and compliance functions as requested (audit reports verification, payroll)
- Maintain employee records in compliance with state and federal requirements

Assist in the management and execution of bonus plans, merit processes, and routine/special request reports

Skills/Abilities**and****Knowledge**

Ability to

- communicate orally and in writing in a clear and straightforward manner
- communicate with all levels of management and company personnel
- deal with the public in a professional manner
- maintain confidentiality of information
- make decisions and solve problems while working under pressure
- Strong PC skills and MS Office skills
- prioritize and organize effectively
- show judgment and initiative and to accomplish job duties in a timely manner
- work independently

Knowledge of

- local, state and federal employment laws and procedures
- recruitment trends and technologies
- Knowledge of state and federal wage and hour laws
- staffing and employment practices
- employee relations procedures and applicable law
- Consultative and coaching skills
- Analytical skills
- Business Acumen
- Project Management skills

Microbiologist-Altran Corporation-Boston, MA.**Jan2004-June2004**

- Worked in Altran's Microbiology laboratory which focuses on the effects of biological attack and contamination of Fire Protection systems and other industrial materials and systems. Along with field surveillance and testing, was involved in quickly identifying and evaluating areas where biological attack is a potential problem and determining whether MIC or biofouling were problems.
- Was involved in the manufacture of Altran's ABC Kits that provide plant personnel with an easy way to collect samples from fluid handling systems where biological attack is suspected.

Microbiologist- ICET Inc , Norwood, MA**Sept 2003 to Jan 2004**

Innovative Chemical and Environmental Technologies- ICET is a growing R&D company developing technologies in the areas of biomedicine, environment and energy.

- In charge of Microbiological testing of infection resistant biomaterials, biological protective material, and antimicrobial formulations and coatings.
- Testing of medical devices against bacterial challenge, biofilm studies, and effectiveness of antimicrobial coatings, against biofilm formation, on stents, catheters and other medical devices.
- Bacterial spores resistance studies on fabric.

Lecturer / Head of Department, Mount Carmel College, Bangalore, India.

June 1989-July 1999

Duties included the following:

- Was instrumental in establishing the Microbiology Department designing and setting up the undergraduate laboratory in the college. Responsible for making it one of the best departments in Bangalore University.
- Regular teaching in the classroom, preparation for, set up and conducting laboratory experiments, teaching laboratory procedures, day-to-day administration of department and staff.
- Undertaken various research projects, both commercial and for community welfare on behalf of the College. Descriptions of the projects undertaken have been detailed later in this document.
- Board of Examiners Microbiology Bangalore University since 1991 to 1999.
- Member Board of Studies Bangalore University since 1997. This involved selection of examiners and updating curriculum.
- Assistant welfare officer in college and was involved in organizing and heading various extracurricular activities.

Medical Microbiologist Mallige Medical Center, Bangalore. India.

April 1989 - December 1991

- Microbiologist in a laboratory attached to the hospital.
- A full time and later part-time assignment. Responsible for sample collection, staining, culturing and identification of various clinical specimens. This was done using various microbiological and immunological techniques.
- Sampling of Sputum, Urine, Stools, Blood and various specimens.
- Haematology, Immunology, Biochemistry, infection control.
- Hospital Hygiene: a lecture for Nurses.

Projects Undertaken

Performed the role of Resource person, guide, grant application lead, in the following projects. Sponsorship was from AIACHE and State Governments.

- **Bacteriological Pollution** in Water in Nashik city, Maharashtra, India -a dissertation submitted as a part of the B.Sc. curriculum Nov 1985-April 1986.
- **Detergent Degradation** by different Bacterial Soil Isolates, a dissertation submitted as part of M.Sc. curriculum June 1987-April 1988
- **Hospital Hygiene**, lecture presented to nursing staff at Mallige Medical Center (June 1991)
- **Bacteriological Pollution** (of Fecal Origin) in drinking water in Bangalore city, Karnataka. Was involved in the capacity of a project guide. Nov 1989-April 1990. Received great publicity and appreciation for the same.
- A similar study of water pollution, covering a larger sample size was sponsored by KSCST