

# VANESSA DONADIO

## Director of Corporate Administration

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### 📄 SUMMARY

Strategic People Operations and Corporate Administration Executive with 15+ years of experience leading human resources, payroll, benefits administration, compliance, corporate governance, employee relations, workforce planning, and business operations across private equity, legal, financial services, and corporate environments. Proven success partnering with executive leadership to build scalable organizational infrastructure, improve operational performance, strengthen compliance programs, and drive employee engagement initiatives. Recognized for optimizing processes, leading organizational change, and delivering high-impact business solutions that support growth and operational excellence.

### 🧠 SKILLS

- HR Compliance
- Strategic Planning
- Talent Management
- HRIS Administration
- Employee Engagement
- Cross-Functional Leadership

### 📁 PROFESSIONAL EXPERIENCE

#### **Hidden Harbor Capital Partners**

DIRECTOR OF CORPORATE ADMINISTRATION (CONTRACT)

01/2025 – 03/2026 | Boca Raton, FL

- Directed corporate administration and operational support functions for a private equity investment platform managing multiple portfolio companies.
- Partnered with executive leadership to strengthen organizational infrastructure, improve operational effectiveness, and support strategic business initiatives.
- Led enterprise-wide onboarding, employee engagement, training, and workforce integration programs across multiple business units.
- Coordinated and executed executive meetings, board functions, and large-scale corporate events serving more than 300 stakeholders.
- Managed office buildout and expansion projects, overseeing vendor selection, contract negotiations, budgeting, compliance requirements, and project execution.
- Enhanced cross-functional collaboration between executive leadership, finance, operations, and administrative teams to improve organizational efficiency.

## **Ward Damon PL & Lighthouse Title Services**

FIRM ADMINISTRATOR

01/2015 – 12/2024 | West Palm Beach, FL

- Directed all human resources, payroll, benefits administration, compliance, recruiting, employee relations, and administrative operations for a 100+ employee multi-entity organization.
- Served as a trusted advisor to executive leadership on workforce planning, organizational development, compensation strategy, employee engagement, and performance management.
- Developed and implemented HR policies, employee handbooks, and compliance programs that strengthened governance and reduced organizational risk.
- Oversaw employee lifecycle management, including recruitment, onboarding, retention initiatives, performance evaluations, and offboarding processes.
- Managed payroll processing, benefits administration, leave management, and regulatory compliance programs.
- Optimized HRIS and payroll systems to improve reporting accuracy, workforce analytics, and executive decision-making.
- Negotiated vendor agreements and operational contracts, achieving a 35% reduction in operating costs while maintaining service quality.
- Streamlined administrative workflows and implemented process improvements that increased efficiency across departments.

## **Manheim Palm Beach Automotive Auction**

ASSISTANT OFFICE MANAGER

01/1999 – 07/2014 | West Palm Beach, FL

- Supported HR, payroll, benefits administration, and operational functions for a workforce exceeding 500 employees.
- Managed onboarding processes, employee communications, compensation adjustments, and performance review administration.
- Supervised, coached, and developed a 15-member administrative team, improving productivity, accountability, and service delivery.
- Led technology modernization initiatives, including cloud migration projects that improved operational continuity and data accessibility.
- Coordinated enterprise-wide benefits enrollment programs and employee support initiatives.
- Improved departmental workflow efficiency by 20% through process redesign and operational enhancements.
- Assisted leadership with workforce planning, employee relations, and day-to-day operational management.

## EDUCATION

### **Human Resource Management Certificate**

Florida Atlantic University

## CERTIFICATES

Human Resource Management  
Certificate

Notary Public – State of Florida

## TECHNOLOGY & SYSTEMS

### **HRIS & Payroll Platforms:**

- ADP
- TriNet
- Paylocity

**Business & Productivity Tools**

- Zoom
- DocuSign
- Microsoft Teams
- Microsoft Office 365

**Operations & Performance Management:**

- Engagedly
- SAP Concur