

**Gina M. Fischer**  
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**Professional Summary and Objective:**

I am a hands-on strategic business partner with over 20 years of demonstrated supervisory and leadership experience in the Human Resources Arena, both private and public sectors. My primary goal is to provide strategic direction to the management team of an organization that will support and maintain a safe, productive, rewarding, and challenging environment to all staff members across the organization.

**Professional Experience:**

**Railplan International, Inc., Baltimore, Maryland 21223**  
**Human Resources Manager, November 2011-Present**

**Chesapeake HR Services, LLC, Columbia, Maryland 21042**  
**Recruitment Consultant, September 2011-Present**

Responsible for conducting professional searches to include but not limited to individuals holding a DoD Clearances as well as other certifications

**Pangia Technologies, LLC, Fulton, Maryland 20759**  
**(Through FosterThomas)**  
**Director of Human Resources, September 2010-September 2011**

**Major Accomplishments:**

Reported directly to the CEO and President of the company  
Responsible for the full scope of the HR Department for the organization, total of 130 employees  
Successfully facilitated the automation of on-line benefits enrollment  
Within two months changed image of Human Resources Department by taking ownership of processes and by providing world class service to employees  
Within a few months developed strong relationships across all levels of the company  
Developed collaborative relationships with key leaders, and staff by providing results-oriented, fair leadership  
Managed and maintained relationships with third party administrators, insurers, and brokers; directed renewal efforts for all contract arrangements  
Mitigated potential legal risks by updating the company handbook, establishing policies and providing coaching to line managers  
Coached and mentored supervisors on policies, best practices for addressing disciplinary matters, performance management and developing performance improvement plans. Introduced new performance management process improving communication of expectations between employees and supervisors.

**ICF JASI, Formerly Jacob & Sundstrom, Inc., Baltimore, Maryland 21202**

Director of Human Resources, August 2000-July 2010

**Major Accomplishments:**

- Reported directly to the President and Vice-President of the company
- Served as a strategic business partner and advisor to the company's management team as it related to employee well-being and company growth
- Responsible for developing the Human Resources infrastructure in a "start-up" environment of a well established company to include policy development, training programs, tuition reimbursement, and the implementation of state and federal law compliance
- Responsible for the selection, design, implementation, and administration of the company's major and ancillary benefits; successfully negotiated premiums
- Served as the primary interface to the external plan provider in the management of the company's 401k plan; managed occasional plan design changes
- Assessed, negotiated contracts and selected payroll and HRIS systems as well as the Applicant Tracking Program
- Designed and managed the company's transition from a traditional leave program to a PTO Plan
- Designed and facilitated training and development programs
- Responsible for implementing the company's first Affirmative Action Plan as well as communicating objectives and working with management to achieve affirmative action goals
- Responsible for overseeing all required government reporting to include EEO-1, Vets, Vets-100, and OSHA reports
- Responsible for managing the full life cycle recruitment process; increase staff by 50% in the first 3 years
- Designed and implemented the company's progressive discipline and performance appraisal programs which included a common review date, management training, and employee counseling
- Facilitated and acted as a change agent through the company's recent acquisition
- Managed a department of 3 staff

**Legg Mason, Baltimore, Maryland 21202**

Human Resources Generalist, February 1996-August 2000

**Major Accomplishments:**

- Reported directly to the VP of Human Resources
- Responsible for covering field offices from Delaware to Maine
- Provided HR support to over 1000 employees
- Resolved employee complaints, issues, and conducted internal investigations
- Worked with department managers and division leaders to define department objectives, determine staffing needs, and align positions and duties
- Conducted harassment training as well as management/supervisory training to include interviewing techniques, evaluation and selection protocol, performance management, disciplinary procedures, lawful terminations, and coaching and counseling techniques, FMLA,

AND ADA

Facilitate employee hiring through Visa sponsorship

Managed employee-initiated transactional changes throughout assigned areas of responsibility

Negotiated salaries, ensured that salaries were evaluated and distributed fairly across job categories and aligned with years of experience

**Greater Baltimore Medical Center, Towson, Maryland 21204**

Human Resources Specialist, March 1995-February 1996

**Major Accomplishments:**

Responsible for all aspects of human resources including recruitment, benefits, coaching and counseling, compensation, and dealing with employee unions

**Signet Bank, Baltimore, Maryland 21202**

Retail Branch Management, May 1986- June 1989

Human Resources Recruiter/Representative

June 1989-February 1995

**Major Accomplishments:**

Support branch recruitment and employee relation's issues for over 500 employees

Facilitated lay-offs and RIF's as the coming moved operations to Richmond, VA

Mercantile Bank and Trust, Baltimore, Maryland 21202

Commercial Loan Assistant- May 1985-May 1986

Assistant to the Credit Department Manager, September 1984-May 1985

**Education:**

Loyola University, Formerly Loyola College of Maryland

Bachelors of Arts Degree, Major- Sociology

**Affiliations:**

Society for Human Resources (SHRM)

Chesapeake Human Resources Association (CHRA)

**Certification/Awards:**

Certified in the Myers-Briggs Type Indicator

Lead company to winning the BBJ's Baltimore Best Places to Work

1<sup>st</sup> Place in 2009 for Mid-Size Business

3<sup>rd</sup> Place in 2007 for Small-Size Business