

Sharon D. Reich, PHR
20 Woodlawn Avenue
Catonsville, Maryland 21228
410-788-6713
sdr9429@comcast.net

SELECTED ACCOMPLISHMENTS

Over 20 years experience in Management and Human Resources providing support to companies in achieving their visions, goals and business plans.

- Developed a Human Resources department for a growing vision benefits company
- Created and presented training on such topics as FMLA, FLSA, EEOC, Interviewing and selection skills, test-taking strategies, diversity, sexual harassment
- Practiced effective mediation procedures and investigation processes for employee relations issues
- Recruited exempt and non-exempt positions according to needs and timelines while adhering to company policies and legal regulations.
- Administered RIF and outplacement strategies in accordance with laws and company needs.
- Experienced in benefits administration with health and welfare, savings and pension plans.
- Experienced in both union and non-union environment.
- Applied Federal, State and local laws and compliance issues regarding I-9, OFCCP, EEOC, Title VII, Personnel record keeping, and FMLA

WORK EXPERIENCE

- Advantica** August 2008-Present
Human Resources Director-Responsible for all aspects of human resources including, creating the human resources department for a growing company
- Blue Cross Blue Shield of South Carolina** January 2004- July 2008
Human Resources Generalist- Responsible for all aspects of Human Resources for several subsidiary companies in the Baltimore Metro area
- Independent Human Resources Contractor- The Associated: and Levindale Hebrew Geriatric Center and Hospital** February 2003- January 2004
Benefits Administration, Recruiting, Pension administration
- Human Resources Generalist London Fog Industries** September 2001-October 2002
Responsible for all functions of Human Resources. Helped close the facility in October of 2002
- Receptionist/Administrative Assistant- Riggs, Counselman, Michaels & Downs** January 1999-September 2001
Resolved benefits claims issues. Administered benefits outsourcing program.
Receptionist for the HR Manager and the Company
- Human Resources Representative- Sky Alland Marketing (iSky)** Sept. 1996-December 1998
Recruited, interviewed, and scheduled for 3 call center locations

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Real Estate Agent- Century 21 1992-1996
One of the top 3 realtors in our office in selling residential properties

Human Resources Administrator- Woodward & Lothrop June 1971-June 1990
Rose from Department Manager to HR Administrator of a unionized department store with a selling staff of over 400 and a budget of 3 million dollars

COMPUTER SKILLS AND SPECIALIZED TRAINING

PHR certification since December 2000
Microsoft Word, Excel, Outlook, Power Point
Lawson, Genesys, and some ADP HIRS skills

EDUCATION

AA Degree- CCBC- Catonsville