

## **Brianna T. Sanders, SPHR**

3234 Drangell Parkway, North Jefferson, PA 19403 | Mobile: 323.467.4566 | briannasanders@att.net

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### **Professional Profile**

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Experienced Human Resources professional with proven achievements in leading and developing overall organizational initiatives. My background in analyzing human capital and operational needs, along with a proven track record of monitoring and retaining key team members has led to a history of growth in a variety of settings. I am looking to utilize my experience in a Human Resources Leadership role with a respected organization that values leadership, creativity and results.

- Human Resources Management
- Compensation & Benefits Administration
- Employee Relations
- Training & Development
- Policy & Procedure Implementation
- Recruitment & Selection
- EEO Compliance
- Training & Development

### **Professional Memberships**

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Society of Human Resources Management (SHRM)

Greater Valley Forge Human Resources Association (GVFHRA) – *Diversity Committee*

Philadelphia and Suburban Healthcare Human Resources Association (PASHHRA)

Society of Healthcare Human Resources Professionals in Pennsylvania (SHHRPP)

Toastmasters International, CTM

### **Professional Experience**

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#### **ACTS Retirement-Life Communities, Inc. – West Point, PA 1997 to Present**

##### **Human Resources/Employee Relations Director (2006 to Present)**

- Serve as an integral member to implement strategic support to the human resources function, providing guidance for the long-range direction and goals of organizational planning.
- Implement processes to reduce turnover by partnering with managers on effective communication skills with staff in a five-state area covering Alabama, Georgia, Pennsylvania, North Carolina and South Carolina.
- Assist in the creation of the employee handbook and training manual, outlining corporate objectives, employee policies and company mission while adhering to respective state employment laws.
- Conduct investigations concerning EEO and ADA issues, workplace harassment and corporate compliance, serving as the representative during PHRC & EEOC fact-finding processes.
- *Key Initiatives:*
  - Oversaw the unemployment and workers' compensation programs, becoming an integral member in the selection of vendors that ultimately resulted in over a \$200K savings in unemployment claims.
  - Directed the organizations diversity initiatives, including locating resources, contracting consultants and developing training materials.
  - *Awards: 2008 PANPHA Innovative Program of the Year; 2006 Greater Valley Forger Human Resources Association Diversity Award Recognition.*

##### **Employee Relations Manager (2001 to 2006)**

- Provided necessary leadership to strengthen capabilities of the Human Resource function, resulting in increased visibility and acceptance of the function as a full business partner with senior executives, business units and employees.
- Educated division and regional managers on a variety of human resources practices, including diversity, harassment, interviewing and proper documentation disciplinary action and terminations.
- Managed recruiting, hiring, training, counseling, managing budgets and seeking ways to improve morale and retention through direct relationships with employees and staff.
- Responsible for all aspects of employee relations, including hiring, terminations, disciplinary actions, investigations and proper documentation to ensure consistent policies were enforced among labor force.
- *Key Initiatives:*

- Formulated recruitment initiatives, overseeing and managing the preferred executive search vendor list while streamlining internal advertising that resulted in a 40% overall savings.
- Acted as the corporate liaison for the organization's Administrator-In-Training (AIT) program.

### **Employee Relations Administrator (1997 to 2001)**

- Served as a liaison between management and employees, educating all employees on internal policy and procedure interpretation and the correct action to take when filing grievances.
- Oversaw numerous employee and benefit initiatives, including Workers' Compensation, Unemployment, FMLA and STD across multiple locations, developing an internal "Return to Work" program.
- Acted as a consultant to supervisors and direct reports, providing seminars on hiring and EEOC compliance, interview questions, legal issues, retention strategies and guidance on employee relations.

### **ManorCare Health Services – Cherry Hill, NJ 1997 to 1997**

#### **Human Resources Director/Generalist**

- Responsible for staffing a 110 bed long-term care facility, including recruiting, interviewing and hiring healthcare professionals to deliver competent patient care.
- Oversaw internal staffing initiatives, ensuring appropriate staff was on hand to handle current workloads, presenting management with financial analysis to support the hiring of additional resources.
- Administered and maintained the employee benefits program, coordinating open enrollment while working with existing employees on "life-changing" events to their benefits such as children or marital status.
- Conducted salary surveys to justify merit increases, retaining employees in a competitive market.
- Administered workers' compensation programs, chairing the Safety Committee to educate employees on safe working conditions to reduce accidents and time off of work.

### **General Healthcare Resources – Plymouth Meeting, PA 1996 to 1997**

#### **Case Manager/Recruiter**

- Performed complete life-cycle recruiting of clinical professionals for short-term placement in hospitals and LTC facilities, including screening, interviewing, hiring and the on-boarding processes.
- Fostered and nurtured relationships with administrative personnel in healthcare facilities while networking with industry professionals on hiring and retaining top talent.
- Trained and mentored recruiters and placement specialist on "best practice" recruiting methodologies.

#### *Prior Experience:*

*DuPont Tool and Machine, Co. – Dupont, PA 1993 to 1996 – Office Assistant*

*Lane Bryant, The Limited, Inc. – Bloomsburg, PA 1992 to 1993 – Co-Manager*

### **Education & Training**

- Masters of Business Administration – DeSales University (2009)
- MS in Health Care Administration, Concentration in Community Health – King's College (1996)
  - *Human Resources Internship – Allied Health Services (1995)*
- Bachelors of Science in Management – Pennsylvania State University (1992)
  - *Member – Sigma Iota Epsilon National Business Fraternity*
- Certificate in Human Resources Management; Senior Professional in Human Resources (SPHR) – Society for Human Resource Management (2000)
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Working knowledge of Quattro Pro, Crystal Reports, Lawson-HRIS, Performance Impact