

Sally Joyce
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Visit my career Web site at <http://www.pdcenter.com/SJoyce>

WORK OBJECTIVE

I am seeking to serve an organization as a senior level Human Resources manager. I have extensive hands-on H.R. experience with several diverse companies as well as valuable insight into the tremendous changes taking place in today's employment marketplace.

WORK EXPERIENCE

Human Resources Director, Resort Computer Corporation, Knoxville, Tennessee, 4/1998 to Present
Responsible for staffing, training, compensation, benefits, and safety. Directed by a three-person department at this midsize software consulting firm.

- Lead organizational restructuring that saved the company \$500K in the first six months.
- Conducted needs analysis for the organization's training needs.
- Formed an employee-involvement team to boost the company morale.

Human Resources Coordinator, World Net Communications, Salt Lake City, Utah, 2/1994 to 12/1997
Managed and ran day-to-day operations with three employees in the HR department. Worked closely with the Senior management team to provide organization consulting.

- Negotiated and managed an outsourcing contract for benefits administration worth \$150,000.
- Produced departmental processes and control measures that improved efficiencies by 50%.
- Implemented international services that allowed the approval of six H-1B visas.

Human Resources Manager, Goldman Sachs, Atlanta, Georgia, 8/1989 to 1/1994

This HR position was very fast-paced and gave me an opportunity to learn a great deal about this industry.

- Hired more than 100 stockbrokers in one year.
- Conducted reference checks and telephone screens.

Human Resources Manager, U.S. Army Intelligence Agency, Washington, D.C., 5/1982 to 6/1985

Managed human resource office of Army agency headquarters with more than 1,700 personnel. Responsible for hiring, training, evaluations, awards, records management, affirmative action and equal employment opportunity programs.

EDUCATION

Master's Degree, Business Administration & Management
University of Tennessee-Knoxville, Knoxville, Tennessee, 8/1999 to 5/2000

Bachelor's Degree, Business Administration & Management
University of Tennessee-Knoxville, Knoxville, Tennessee, 8/1985 to 5/1989

PROFESSIONAL CERTIFICATION

Senior Professional in Human Resources (SPHR), 10/1998 from the Society of Human Resources Management. Certification exam addressing HR generalist information at the strategic and policy level.