Faith Glaspie- Ellis, PhD

Coral Springs, FL Email: bklyn\_59@yahoo.com

Phone: (706) 302-1258 [frgellis@gmail.com](mailto:frgellis@gmail.com) US Army Veteran

Organized and empathetic SeniorHuman Resources professional with 15+ years of experience overseeing **human resources** duties to including: Setting objectives for the HR team and tracking process; Designing and implementing company policies that create cohesiveness and a healthy work environment; Managing and overseeing employee relations, benefits management, onboarding, performance management et al; Multi-site HR professional.

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| * Leadership * Training/Coaching * Executive Recruiter- HRIS * Team Leadership | * Diversity Training * Employee Relations * Virtual Recruiting * Regulatory Compliance * Managed Union environment | * Strategic Planning * Change/Conflict Management * Employee Life Cycle * Mediation |

**Area Director of Human Resources/HR Consultant 2005-2019**

**Argosy University (Education) GA, TN, CO, DC, TX**

Regional Director of Talent Acquisition for five campuses, identifying high quality candidates and reducing turnover. Designed and managed Human Resource budget for all five campuses. Served as member of five Executive Committees responsible for short and long term strategic planning and budget.

* Virtual Recruiter-staff, administrators, faculty, CFOs, COO, CEOs, Campus Presidents, Senior Level Managers
* Revamped new hire process creating detailed interactive orientation
* Created policy and established Compensation System with pay ranges and job titles for all employee positions
* Represented organization in lawsuit, saving organization over $200,000.00 in legal fees and settlements
* Achieved zero deficiencies in all SOX and HLC audits
* Managed Payroll and Benefits for more than 1500 employees
* Coached and developed several employees that were then promoted to leadership positions
* Revised Compensation program-creating an equitable and competitive pay plan
* Adjunct professor of business management and human resource graduate courses
* Created, revised, and reviewed courses for Human Resources graduate level curriculum

**Human Resources Manager/Safety Manager 2003-2005**

**Alenco Windows (Manufacturing) Peachtree City, GA**

Responsible for hiring, developing, and retaining talented employees. Worked collaboratively with managers, employees to execute organizational, talent, and cultural transformations within the organization.

* Managed all aspects of HR for more than 250 employees
* Dramatically reduced workplace injuries 30% by implementing monthly safety awareness program and safety incentive awards program
* Performed as part of two member Six Sigma team that increased production by 25% at zero cost to the organization
* Developed diversity program that increased communication amongst employees, and decreased turnover by 30%

**Area Human Resources Manager 2002-2003**

**Home Depot (Fortune 500- Retail) Atlanta, GA**

Human Resource manager for Computer Operations, Workforce Planning, and Human Resource Administrator teams in five stores and more than 1500 employees. Responsible for attracting, motivating and retaining a high-performing diverse workforce for Home Depot retail stores. Implemented and oversaw the Leadership and Management Development Training for managers program.

* Managed and executed learning, career development, employment practices, recognition and reward, staffing, performance management systems, compliance
* Drove the store HR Review process to accurately assess talent. Coordinated Associate surveys and assessments as necessary
* Directed the hiring process to ensure compliance with all applicable laws and policies
* Forecasted and analyzed workforce planning data and provided feedback to management team while executing staffing strategies
* Served as District Trainer and Facilitator for 5 stores resulting in over 1000 employees trained. Program was adopted by division. Received 1st place award for program
* Increased 401K participation by more than 40%
* Improved diversity awareness program, making it more interactive

### Education & Professional Credentials

**PhD**, Business-Organizational Management, Capella University, Minneapolis, Minnesota

**Master of Science**,Administrative Science-Human Resources, Central Michigan, Mount Pleasant, Michigan

* Conflict and Diversity Facilitator, Equal Opportunity Trainer (15 years)
* SFL Certified
* SOCRATES
* E-college and Ecompanion
* Bright Space
* D2L
* Blackboard
* MOODLE
* Webct, Webex
* HR Generalist Certificate Program
* HRIS
* Member of SHRM & cupa-HR-Atlanta

### Achievements

**Twice** awarded the “Focus on People” award for Talent Management-training, recruitment, and retention

**Successfully** developed a Customer Service training program that was then implemented throughout the corporation

**Led** all HR functions, ensuring success in many areas, including recruiting, talent acquisition, performance management and development, succession planning, budget, compensation, employee orientation, employee relations, job development, for five regional offices and 1500 employees. Trained new managers on employee relations, customer service, and other management development issues. Conducted organizational survey to determine strategic issues that needed addressing. **Result:** Successfully implemented succession planning, achieving over 20 promotions, to include 7 executive level promotions within a fifteen-month period.

**Trained and coached** Senior Managers on importance of valuing employees and the financial implications and cost of employee retention. **Result:** Reduced turnover by 25%. Established a pipeline for employee development.

**Influenced** and encouraged employees to learn the next hire position and to apply when the position was available. **Result:** Diversity amongst the management team increased.

**Built and maintained solid relationships** with union employees. **Result: Slashed** the number of grievances by 40%.

**Created** a culture of appreciation and ownership among the employees by educating employees on the value of participating in 401K plan. **Result: Severely** reduced recruiting and training costs. Increased employee participation by more than 40%.

**Complied** with EEOC regulations by managing employee disputes and charges filed with EEOC. Addressed charges after two year complaint in the absence of an HR Director. Employee was asking for $250,000.00. Cultivated relationships to ensure a win-win outcome. **Result:** Mediated settlement of $50,000.00 with former employee, a potential savings of over $200,000.

### Technical Proficiencies

Strong Computer Skills, Power Point, Outlook, Access, Excel, Acrobat, Microsoft 365, Social Media Tools