

# SARAH LIGHT, M.A., SHRM-CP

4002 Stonehill Lane  
Matthews, NC 28104  
662.401.9734

[lightharas@gmail.com](mailto:lightharas@gmail.com)  
<https://www.linkedin.com/in/sarah-light>

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## SKILLS

- Performance Management
- Talent Acquisition
- Compensation and Benefits
- Rewards and Recognition
- Employee Relations
- HRIS Administration
- Training and Development
- Organizational Development
- Planning and Analysis
- Employment Law Compliance

## EXPERIENCE

### **ECR SOFTWARE CORPORATION (ECRS) -- Boone, NC**

#### **HR Manager** September 2016-November 2017

- Provided HR generalist management for a growing software company with ~140 employees with 1 direct report.
- Developed short and long-term objectives for HR department in alignment with the organization's strategic direction and executed those objectives in a timely and effective manner.
- Proactively sought ways to improve the HR department's value to the organization by reducing turnover, strategically managing benefit costs and administration, improving communication and relationships across the organization, and more.
- Analyzed organizational data and relied on HR best practices to implement new HR programs and improve existing HR policies and processes in order to provide best possible results.
- Coached and consulted leaders and employees to address and prevent performance issues.
- Investigated and resolved issues related to complaints and employment law compliance.

#### **HR Coordinator** May 2014-September 2016

- Hired as the first full-time HR professional in the company to manage HR administration functions such as talent acquisition, benefits coordination, employment law and compliance, etc.
- Drove constant incremental improvement in the HR department including updating and creating HR policies, making pertinent HR information readily available to employees, and using data and best practices to determine HR department objectives.

#### **HR Intern** May 2013-May 2014

### **APPALACHIAN STATE UNIVERSITY -- Boone, NC**

#### **Adjunct Professor - Human Resource Management** Spring 2016

- Taught a class of upperclassmen undergrad students on all functions of human resources management using real world examples and project assignments that encouraged critical thinking and application of HR principles.

## EDUCATION & PROFESSIONAL CERTIFICATIONS

#### **APPALACHIAN STATE UNIVERSITY, Boone, NC** — Graduated: May 2014

*Master of Arts in Industrial/Organizational Psychology & Human Resource Management*

#### **UNIVERSITY OF MISSISSIPPI, Oxford, MS** — Graduated: December 2011

*Bachelor of Arts in Psychology, minor in Business Administration*

**Society for Human Resource Management Certified Professional (SHRM-CP)** — Certified: June 2015