

SHERNER SUMTER, PHR, SHRM-CP

DIRECTOR, HUMAN RESOURCES (HR) MANAGER

Dynamic human resources management professional offering 17+ years of experience leading key growth initiatives in the computer software, information technology (IT), and broadcast media industries. Known as an expert in delivering innovative, reliable, cost-effective solutions and people strategies to increase organizational effectiveness and employee engagement in a fast-paced environment. Committed, consistent, and hands-on with a proven progressive career reflecting strong leadership experience that builds and leads motivated teams. Highly praised for work ethic, ability to follow up and manage sensitive and confidential information, communication skills, and successful delivery of work.

CORE COMPETENCIES

- Organizational Development
- Labor and Employment Law
- Benefits Administration
- Employee Relations
- Workers Compensation
- Confidentiality
- Training and Development
- Information System Management
- Performance Management
- Written/Verbal Communication

PROFESSIONAL EXPERIENCE

Thycotic Software, LLC

HUMAN RESOURCES MANAGER

2018 – 2020

Washington, D.C.

- Provided HR policy guidance and interpretation to support organization with **500** global employees.
- Maintained compliance with federal and state laws and legislation including ACA, 5500, EEO-1, FMLA, and AAP, reviewing requirements to meet all necessary reporting requirements.
- Led coordination of benefits administration and benefits including medical, dental, vision, 401(k), supplemental programs, FSA, commuter, COBRA, and FMLA for **300** employees nationwide.
- Managed all aspects of employee hiring and termination from successfully hiring and onboarding **350** new employees to preparing employee separation notices and conducting exit interviews.
- Analyzed HR metrics and data, creating and delivering monthly executive summaries to Vice President of Human Resources.

ESAC, Inc.

HUMAN RESOURCES MANAGER

2016 – 2018

Rockville, MD

- Hired **10** new employees and provided new hire orientation and training on topics including sexual harassment and career development opportunities.
- Managed and resolved employee relations issues including conducting effective, thorough, and objective investigations.
- Maintained current knowledge of trends and changes in federal, state, and local employment law, applying knowledge effectively to minimize risk across business operation spanning **10** states with **75** employees.
- Collaborated with management team of **4** to develop and implement training and educational programs, enabling company to bid for specific federal government contracts.

Leaf Clean Energy

HUMAN RESOURCES MANAGER

2010 – 2016

Arlington, VA

- Directed full-cycle recruitment process for **3** new employees per year including candidate sourcing, selection process, compensation assessment, reference and background checks, and orientation.
- Managed benefits plans to include health, life, COBRA, LTD, STD, unemployment, and retirement, coordinating with benefits broker to ensure proper and compliant administration.

Connolly Bove Lodge & Hutz LLP
HUMAN RESOURCES MANAGER

2006 – 2010
Washington, D.C.

- Analyzed processes and implemented strategic improvements including cost-effective HRIS to manage employee data.
- Built relationships with employment agencies and negotiated fee structures for temporary and permanent placements, reducing placement fees by up to **10%**.
- Supervised diverse administrative support team of **25**, facilitating monthly meeting to determine overall training needs.

TV One, LLC
RECRUITING MANAGER

2003 – 2006
Silver Spring, MD

- Created and implemented hiring policies and procedures to support company long-term growth for company with **75** employees across **8** states.
- Spearheaded non-exempt and temporary employee recruitment as well as **5** company internships for start-up venture.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - *Human Resources*
University of Maryland University College

2006
College Park, MD

CERTIFICATIONS

Society for Human Resource Management Certified Professional (SHRM-CP)
Certified Professional in Human Resources (PHR)

2015
2015