

SHARON L. DELAY, SPHR, MBA

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PROFESSIONAL HUMAN RESOURCES PROFILE

*Employee Communications / Workforce Management and Relations / Training and Development
Recruiting and On-boarding / Compliance / Business Strategy*

Accomplished senior level leader and strategic thinker with experience in developing staffing plans, recruiting, hiring and on-boarding, employee development, training development and delivery, and policy and procedure development and documentation in education, manufacturing and direct sales organizations. Demonstrated ability to work independently and as a team contributor within entrepreneurial, small and large organizations. Developed strategic thinker with a reputation for excellent written and verbal communication skills, including presentation skills. Core competencies include discipline, excellent research skills, creative problem-solving, strong interpersonal skills, leadership and management skills, and knowledge in all aspects of business. Strong computer and technical skills to support various HR, training and communications functions. Credentialed in coaching and human resources, as well as degreed in communications, education, HR and business.

KEY SELECTED PROFESSIONAL ACCOMPLISHMENTS

- Hired, on-boarded, managed and evaluated throughout career over 250 FT and PT professionals.
- Developed and delivered over 10 degree-level courses, and over 100 webinars, seminars and classroom trainings.
- Managed weekly communication and monthly 32-page full-color magazine delivered to sales field of 40,000+.
- Managed multi-location state and national compliance reporting and adherence through 4 cycles and 16 years, maintaining uninterrupted accreditation and state-level approvals.
- Developed multiple compliance manuals and employee handbooks.
- Conducted file audits and over 500 employees thousands of students across state organization.

PROFESSIONAL EXPERIENCE

Chief Career and HR Consultant

2002 – Present

BoldlyGO Career and HR Management, Columbus, OH

Developed strategic direction for career coaching and HR consulting company, focusing on individuals in career transition and small businesses. Developed customer mix based on 70 percent referrals, 20 percent social networking, and 10 percent web traffic and new customer development. Re-branded company from communications and training focus to coaching and HR focus.

- Managed and facilitated two out-placement centers for chemical manufacturing company, assisting approximately 200 exempt and non-exempt employees.
- Developed and facilitated individual private career transition coaching, including résumé writing, interview skills coaching, soft skills development, and social media research and job hunting.
- Trained small business owners, recruiters and hiring managers through customized webinars and seminars how to use the Internet and social media tools to build business and recruit employees.
- Facilitated multiple compliance reviews for 2-years college, including reaccreditations, program approvals, and audit responses.
- Developed extensive individual contributor, recruiter and corporate network to help connect career clients and companies for mutually beneficial opportunities.

PROFESSIONAL EXPERIENCE, cont.

Senior Manager of Sales Communications/Manager of Sales Training 1999 – 2002
The Longaberger Company, Newark, OH

Direct sales company known primarily for handmade baskets and other home décor items. Promoted from Training Manager to Senior Manager of Sales Communication and Senior Manager of Sales

- Manage department of 12 writers and editors and a graphic designer to produce monthly four-color training and communication magazine, monthly Web-based training, four annual sales field events and daily leadership communication.
- Lead the design, development and implementation of classroom, group and experiential training for over 40,000 independent sales field associates and sales field leaders at 3 different company-sponsored events and multiple field-sponsored events.
- Responsible for multi-million dollar budget.

Director, Degree Program/Manager of Faculty & Compliance 1996 – 1999
Hondros College, Columbus, OH

Two-year proprietary college with associate degrees and certificate training. Promoted from faculty manager to program director, taking on increasing responsibility for compliance, faculty and degree programming.

- Develop and launch one program as well as revise another, including working with advisory board, subject matter experts, regulatory bodies and operations.
- Manage regulatory and compliance function with ACICS and State Board (Ohio).
- Responsible for the hiring, retention, development and management of 150 faculty.
- Restructured degree division to function more efficiently and profitably, experiencing double-digit growth in first year following restructure.
- Appointed to college's executive committee, participating in planning and budgeting.

PROFESSIONAL TEACHING EXPERIENCE

Adjunct Faculty, Franklin University 2002 – Present
Adjunct Faculty, Hondros College 2002 – Present

- Teach a variety of undergraduate and graduate level courses through face-to-face and online delivery modes, including communication, HR, career skills, and business courses.
- Develop and contribute to the development of over 10 business-oriented degree-level courses for online and F2F delivery to meet accreditation and standard adult education training standards.

PROFESSIONAL / COMMUNITY AFFILIATIONS

SHRM/Human Resource Association of Central Ohio, Workforce Development Committee
ICF/Central Ohio Coaches, Director of Education and Board Member
National Association of Women Business Owners, Communications Committee/Social Media
Ohio Department of Development Women's Advisory Roundtable, Technology Committee
New Directions Career Center, Volunteer Facilitator for Career Courses

PROFESSIONAL DEVELOPMENT / EDUCATION

Senior Professional in Human Resources, Human Resource Certification Institute, 2009
Certified Professional Career Coach, PARW/CC, 2003 – present
MBA, Franklin University, Columbus, OH
B.S., Human Resource Management, Franklin University, Columbus, OH
B.S., Education, Concord University, Athens, WV
B.S., Environmental Communications, The Ohio State University, Columbus, OH