

Human Resources Profile
LESLIE SHERIDAN
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SUMMARY: *Human resource professional with keen intuition and verve, and cornucopia of experience in a diverse range of human resource functions.*

EXPERIENCE:

Consulting

- Consulted with executives and employees and provided proactive and just-in-time delivery of HR services and resources, enabling the achievement of business objectives and limiting legal liabilities.
- Consulted with and guided executives, exempt and non-exempt employees on employee relations, compensation (including salary planning and administration), benefits, EEO/AA, safety, labor relations, and payroll issues.
- Provided broad HR management to 1500 management, technical, professional, and operations employees for **Chase Manhattan Bank**.
- Managed and marketed the HR function to four diverse business lines in six geographic locations, including international, encompassing 1000 employees within **US Bank System**.
- Provided HR guidance to three divisions, including 800 systems and operations employees of **Chase Manhattan Bank**.
- Acted as corporate HR manager to 800 employees, handling generalist functional responsibilities for **Pillsbury**.
- Performed the role of employee counselor for the grievance-handling arm of employee relations function at **Chase Manhattan Bank's** New York City location.
- Consulted with executives and their staffs on job responsibilities, orchestrating the writing of job descriptions for **Northwest Aerospace Training Corporation**.

Staffing

- Planned and executed sourcing, recruiting, interviewing and hiring activities for executives, exempt and non-exempt positions.
- Acted as employment coordinator for 287 branches of **Chase Manhattan Bank**, including the organization and coordination of community "open houses."
- Implemented the staffing plan for the creation of the electronic banking division of **Chase Manhattan Bank**.
- Conducted videotaped mock interviews of MBA students for the **University of Minnesota's Carlson School of Management** over a three-month period.
- Synchronized and executed the downsizing and outplacement of 1500 employees and planned and facilitated the divestiture of a business at **Chase Manhattan Bank**.
- Conducted national employee focus group recruiting campaign for **American Airlines**.
- Provided HR guidance for the effective closing of the New York international office and orchestrated and implemented numerous reductions in staff at **US Bank System**.
- Synchronized and implemented downsizing during and after hostile takeover at **Pillsbury**.

Human Resources Profile (Page Two)
LESLIE SHERIDAN

Project Development

- Researched, streamlined and authored the Human Resources Policy Guides at **Chase Manhattan Bank** and **Metris Companies, Inc.**
- Surveyed judges and administrative staff within the **Wisconsin Supreme Court** system, accumulating database for the first-ever formal of wage, salary, and job evaluation system.
- Designed and implemented regional employee referral program at **Chase Manhattan Bank.**
- Conducted employee focus groups at **Donaldson, Lufkin & Jenrette, Inc.**; administered employee surveys and conducted related sessions for employee feedback and action planning at numerous companies internationally.
- Created multi-media recruiting presentation for **Chase Manhattan Bank** and co-created and acted in a program on using positive thinking in the employment process, for **Akaku: Maui Community Television.**
- Formulated and promoted "Employee Events" program at systems and operations facility of **Chase Manhattan Bank.**

Learning

- Designed and conducted training courses and presentations to employee populations on variety of HR programs, including just-in-time sensitivity/diversity workshops, new-hire orientations, benefits and compensation.
- Created and presented "Thinking BIG" employee workshop for the **Ohana Savers** of Maui.
- Developed and delivered sales training programs to executives at **IBM, Alexander & Alexander Consulting** and **Watson Wyatt Worldwide.**
- Created and presented sales motivation and strategic visioning sessions for **Robert Half International** and the **March of Dimes Foundation.**
- Designed and conducted resume and interview workshops and presentations for minority network of **Northwest Airlines**, and several civic organizations.
- Conducted needs analyses for training and development of employees.
- Awarded prize by **Working Woman** magazine for essay on time-management strategies.

WORK HISTORY: **Twenty-six years of business experience in the human resources industry.**

THE ADDED EDGE, INC., President
IBM, Senior Business Development Consultant
STANARD & ASSOCIATES, INC., Vice President, Client Relations
NCS, INC., Product Marketing Manager
US BANK SYSTEM, (First Bank System,) Human Resources Officer
PILLSBURY, Personnel Representative
THE CHASE MANHATTAN BANK, Human Resources Officer

EDUCATION: **UNIVERSITY OF WISCONSIN-MADISON**
Bachelor of Arts, Spanish
Bachelor of Arts, Sociology

OTHER: Published poet, lyricist and article author.
 Hablo Espanol.