

To: Matt Cherry, President and Members of City Council
From: Wade Kapszukiewicz, Mayor
Subject: Appointment to the Civil Service Commission
3/17/2022

I Recommend the Following Appointment to the Civil Service Commission

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved Slot / Type	Recommended by (if applicable)	Attendance Record	Resume attached
Sheila Eason	Dr. Marjorie Holt	6 years expiring, 03/31/2028	yes	Labor	Ty Alexander		yes



Wade Kapszukiewicz
Mayor

SHEILA EASON, SHRM-SCP, SPHR

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EXECUTIVE SUMMARY

A highly skilled, talented, and professional OD & training consultant with diverse experience in conducting leadership and compliance training for customers. Additionally, an accomplished Human Resources professional with over 25 years of progressive experience that ranges from facilitation, onboarding, employee relations, performance management, creation/interpretation of policies and procedures, as well as positioning myself as a strategic business partner. Seeking a HR and training consultant position with a well-established organization.

SUMMARY OF SKILLS

- Skilled at designing interactive, experiential workshops that achieve desired results
- Ability to teach, motivate, and engage people
- Remarkable experience in large corporation training
- Expertise in helping leaders build stronger, more effective and cohesive teams
- Change management: Facilitate visioning, strategic planning, and performance management
- Coaching: Coach senior managers on performance management and effective communication
- Project management
- Full life cycle recruiting
- Great expertise in selecting, screening and short-listing ideal candidates
- Self-motivated and detail-oriented
- Excellent leadership, communication, counseling and partnering skills.
- Managing complex employee relations
- Thorough knowledge of employment law and compliance, including EEOC guidelines
- Proficient with various HRIS systems and implementation
- Ability to manage under pressure
- Ability to interact effectively with all levels of management
- Ability to work at strategic and tactical levels
- Superior decision-making skills
- Extraordinary skills in overcoming challenges and achieving goals
- Knowledge of MS Office suite

COMPETENCIES

Training & Development

- Worked collaboratively with stakeholders, managers, and HR leaders to establish clear deliverables and expectations resulting in a positive client experience.
- Designed and customized training & development programs for the needs of the organization; topics included legal compliance, harassment and discrimination, civility, coaching skills, behavioral interviewing, performance management, dealing with conflict and problem solving, effective team building, etc.
- Provided management consulting services to member companies.

Employee Relations

- Provided insight and direction to business owners, HR Managers and supervisors in resolving employee relations issues; provided guidance to management in disciplinary actions.

Professional Recruiter

Over 15 years of successful in-house recruitment and external placements, matching the “needs” of the employer with the “best” qualified candidates/applicants by:

- Conducting job analysis, job evaluation resulting in quality job specifications and workflow benchmarks
- Candidate screening; assisted clients with extensive screening; attribute assessment screening utilizing a variety of tools including Profiles; conducting background checks; verification of references.

Audit, Compliance, Policy, Compensation, Performance Management Experience:

- Department of Labor auditing experience – EEOC compliance, investigation, and response.
- Audit and review of workplace, employee, and management policies /handbooks, designing, developing and implementing updated policies/handbooks.
- Performance Management experience in analyzing, designing, developing and implementation of new performance evaluation solutions

PROFESSIONAL EXPERIENCE

Elevate People Solutions LLC | Maumee, OH | August 2020 – present
FOUNDER AND CEO

The Employers' Association | Maumee, OH | April 2016 – July 2020
SENIOR HR CONSULTANT/TRAINER

The Toledo Clinic | Toledo, OH | February 2014 – April 2016
DIRECTOR OF HUMAN RESOURCES

Heartland Healthcare Services | Toledo, OH | February 2010 – February 2014
REGIONAL DIRECTOR OF HUMAN RESOURCES

TNS NFO | Oregon, OH | June 1998 – December 2005, January 2007 – November 2009
HR GENERALIST, RECRUITER, TRAINER

EDUCATION & TRAINING

Master of Organization Development
Bowling Green State University – Bowling Green, OH

Bachelor of Science: Business Administration
Bowling Green State University – Bowling Green, OH

CERTIFICATIONS

Senior Professional in Human Resources (SPHR)
SHRM Senior Certified Professional (SHRM-SCP)
Certified by the John Maxwell Team as a Speaker, Trainer, and Coach

PROFESSIONAL AFFILIATIONS

Association for Talent Development (ATD)
Society for Human Resource Management (SHRM)
Northwest Ohio Human Resource Association (NOHRA) (served as 2017 VP and 2018 President)