

Fantasy Sharrett, M.B.A., SHRM-SCP

Results-oriented HR leader with 18+ years of experience in human resources management. Proven track record in leading recruitment strategies and workforce planning, employee onboarding and training, employee relations, benefits and wellness, and process optimization to drive engagement and efficiency. Adept at aligning HR strategy with organizational mission, fostering diversity and inclusion, and ensuring compliance with internal and external governing policies, state and federal laws. Dedicated to advancing Eastern Illinois University's mission through a service-focused approach and a culture of excellence driven by timely, high-quality outcomes.

PROFESSIONAL COMPETENCIES

Servant Leadership/Team Building	Change Management	Training & Development
Strategic Human Resources Planning	DEIB Ambassador	FMLA/ADA/WC/OSHA
Employee & Labor Relations	Performance Management	Continuing Education/Higher Ed
Multi-state Employment Law	Succession Planning/L&D	Teaching Methods/APPQMR

PROFESSIONAL EXPERIENCE

Assistant Director of Human Resources

November 2024 – Current

Eastern Illinois University

- Collaborate with the VPBA and Acting HR Directors to provide leadership and support for daily HR operations while ensuring alignment with institutional goals.
- Lead and supervise the EIU Employment team, fostering a culture of accountability and growth by developing core HR competencies, providing coaching and counseling, and setting clear objectives aligned with team and institutional priorities.
- Advise hiring administrators on designing and enhancing recruitment, selection, and retention strategies, particularly for Civil Service hiring programs, to attract key talent, support A&P/Faculty onboarding and HRIS entry.
- Serve as an advisor on university policies, State Universities Civil Service System (SUCSS), State Universities Retirement System (SURS), and Central Management Services (CMS) regulations, ensuring compliance with employment and performance management practices.
- Continuously improve talent management services by developing innovative HR initiatives aligned with the university's strategic plan and mission to support employee engagement and organizational success.
- Develop and implement HR best practices, policies, and procedures to ensure compliance with state and federal employment laws and internal governing policies.

Key Accomplishments

- Conducted a comprehensive listening tour with 25+ key stakeholders to identify organizational challenges, cultural insights, and HR opportunities. This feedback has already been used to implement immediate improvements, with future initiatives actively being planned to drive key priorities and goals over the next 12 months.
- Initiated and facilitating bi-weekly HR Huddle meetings to promote structure, alignment, professionalism, and enhanced team collaboration across Employment, Benefits, and Payroll teams.
- Spearheading a digital transformation of the employee onboarding program by updating materials, improving Welcome communications, integrating processes across Banner, and streamlining workflows to enhance efficiency and data security. Recently worked with ITS and Faculty Development to launch 2025 Ethics training and identify a better way to centralize D2L course data, improving the ability to monitor enrollment and completion rates.
- Partnered with Marketing to elevate HR branding, including professional email signatures, HR professional staff photos, an updated department logo, onboarding materials, and other Marketing/Comms projects related to improving the overall user experience and HR website functionality.
- Currently leading audits and updates of internal HR processes to ensure compliance with FMLA, ADA, WC, OSHA 300A reporting, and multi-state and federal employment laws, e.g. job posting templates to meet Illinois Pay Transparency requirements and "Required Employment Posters & Notices" section on EIU Careers website.
- Developed and facilitated the HR Essentials Professional Development Series on critical topics such as I-9 Compliance, Employment Law, Professionalism, Effective Communication, Time Management, and Microsoft Productivity Tools, enhancing organizational knowledge and HR team core competencies.
- Recently provided HR expertise and collaborative insights as an active member of the BAEC committee and was asked to represent HR at the upcoming Campus Violence Prevention committee meeting.

Director of Human Resources**September 2017 – November 2024***Pacific Cycle – Schwinn, Mongoose Bicycles, WI, IL, GA, CA*

As a member of the senior leadership team and strategic advisor, reported directly to the CEO and responsible for developing and executing the overall human resource strategy to align with the organization's business plan and strategic goals. This encompassed critical areas such as succession planning, talent management, change management, organizational and performance management, training and development, and compensation, including oversight of 401(k) fiduciary responsibilities. Established the vision, direction, and culture of the HR team by setting clear performance expectations, driving continuous improvement in employee programs and services, and delivering exceptional service to all stakeholders. Focused on integrating organizational levers to sustain change, creating a compelling employee value proposition, fostering positive employee relationships, and promoting team building and career development at all levels. Ensured employee relations were managed professionally and resolved promptly, partnering with legal counsel as necessary to mitigate organizational risk.

Key Accomplishments

- Led market benchmarking and compensation plan updates to attract top talent and ensure pay equity, formalizing Short-Term Incentive Program details, organizational design principles, and salary structures.
- Championed DEI initiatives, including a DEI committee, company-wide training, ERGs, inclusive benefits design, talent outreach programs, national DEI celebrations, and quarterly dashboard metrics.
- Partnered with leaders to develop "Ride Together" talent and onboarding programs, incorporating updated job descriptions, a redesigned website, LinkedIn employer branding, values-based workshops, a central communications hub, and onboarding toolkits to enhance the hire-to-retain experience.
- Facilitated team assimilation programs for new/promoted leaders, accelerating engagement and performance through CliftonStrengths workshops.
- Increased employee survey participation from 55% to 92% and improved Net Promoter Scores by 26% YOY through solutions-focused engagement surveys.
- Implemented digital HR systems, including performance management, onboarding, and learning management tools, to drive operational efficiency.
- Executed US/Asia organizational restructuring, saving \$6.5M in labor costs and boosting efficiency.
- Developed an HR/Talent/Safety analytics dashboard with three-year trend analysis for data-driven decision-making.
- As Local Compliance Officer, established governance for behavior standards, code of conduct, ethics training, whistleblower protections, and values-driven compliance initiatives.

Adjunct Professor – Human Resources**January 2019 – Current***The Pennsylvania State University, World Campus (Part-time, Online)*

Provide online instruction for HR/LEP courses. Promote the integration of academic scholarship with practical experience. Lead online discussions of the course material via forums and student interaction. Ensure student success by supporting a deep level of learner engagement, timely feedback, and effective online support.

Human Resources Administrator**August 2014 – September 2017***Crawford Memorial Hospital, Robinson IL*

Successfully led full-cycle recruitment and onboarding programs for all levels of the healthcare organization. Fostered a culture of excellence through the effective development of internal audit controls, administration of physician and staff education, and effective performance appraisal processes. Managed key HR performance indicators for monthly/annual strategic planning. Ensured ongoing compliance with all state, federal, and healthcare accreditation standards, to include EEO-1 reporting. Counseled and coached leaders/managers on talent issues, including performance management, high potential employee identification, and poor performer reduction.

Key Accomplishments

- Improved competency checklist/personnel documentation standards to support high-quality patient care & safety standards, resulting in excellent scores on HFAP & Joint Commission audits for three consecutive years.
- Expanded clinical internship program with EICC clinical department heads, decreasing time-to-fill rates by 25% .
- Overhauled hospital LOA/FMLA documentation, reporting, and compliance to improve the employee experience.
- Streamlined 400+ hospital-wide job descriptions/clinical competencies to drive consistent patient-centered performance and service-oriented behaviors, aligning and cascading performance management with strategic objectives.

Human Resources & Safety Manager

April 2007 – August 2014

GENCO, A Fed Ex Supply Company, Effingham IL

Led human resources, payroll/benefits administration, performance management, and safety programs to include accident prevention, reporting and investigations, worker's compensation claims management and mitigation, Core Excellence safety audit readiness, terminations, unemployment claims, and employee development for a 24/7 food-grade distribution facility. Developed and communicated facility-specific policies and procedures; maintain effective communication to support productivity, morale, and overall facility performance, including managing (3) direct reports. Executed long-term planning, budget/P&L forecasting and analysis, and strategic implementation of continuous improvement programs.

Key Accomplishments

- Implemented a proactive WC claims management program, reducing WC costs by 40% year over year.
- Achieved 5-year running Internal Core Excellence HR & Safety Audit score of 98% or higher.
- Developed a contract review and annual bid process in partnership with the Facility Director to reduce overall budget spending on janitorial, staffing, HVAC, and general operating supplies by 18% year over year.
- Advocated for the use of local recycling providers to sign multi-year stretch wrap and cardboard contracts, utilizing funds to build a \$25k+ annual employee events ancillary budget.

SOFTWARE SKILLS/PROFICIENCIES

Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Teams, Adobe Editor, Canvas, Blackboard, D2L, Skype for Business, Zoom, One Drive/Note, SharePoint, Dayforce Ceridian HCM Kronos HRIS/Time-Keeper Central, ADP EV5, E-Time, Banner HRIS, Cornerstone Learning Management, Taleo & Greenhouse ATS, Halogen Performance, DocuSign, Concur, Matrix Absence Management, and Oracle Financial.

EDUCATION & CERTIFICATIONS

Master of Business Administration

McKendree University, Lebanon, IL
Major: Business Administration - HRM

Bachelor of Science

Saint-Mary-of-the-Woods College, Terre Haute, IN
Major: Human Resources Management

Professional Development

- PROSCI: *Leading Your Team Through Change*
- CliftonStrengths Finders: *Workshop Facilitator*
- John Maxwell Leadership Summit Series
- American Academy of Coaching: *Life Coaching Certificate*
- IECC: *HR/Office Mgmt. Education Advisory Chair*
- SHRM: *Advocacy Member, SHRM-SCP*
- CUPA-HR: IL Chapter Member