



ABOUT ME

- Senior Level HR Professional
- Experienced (30+ years)
- Results Driven

Industry Experience

- Higher Education
- Entertainment
- Manufacturing
- Transportation
- Healthcare
- Small Business/Non-Profits
- Retail

CERTIFICATIONS

- Human Resources Professional (SHRM-CP)
- ADR Professional
 - Mediation
 - Arbitration
 - Conciliation
- Strategic Organizational Leadership Certified (SOLC)
- Certified Corporate Ethics Manager (CEEM)
- Certified Change Management Professional (CCMP)
- Diversity, Equity & Inclusion Certified (DEI)
- Association of College & University Educators (ACUE)
- Certified Higher Education Professional (CHEP)
 - Leadership
 - Online Teaching

Dr. Tonya Cannon, PhD.

SHRM-CP, SOLC, CCEM, DEI, CCMP, ACUE, CHEP

☎ 909.345.0335 ✉ prof.cannon@gmail.com

Colton, California, USA (PACIFIC TZ)

EDUCATION

- | | |
|---|--|
| PhD in Organization & Management | Capella University |
| ○ Spec. Management Education | Conferred: June 2014 |
| MS in Human Resource Management | Nazareth College of Rochester |
| | May 2007 |
| MA in Communications | Southern New Hampshire University |
| | In-process - 18 credits completed |
| BA in Theatre Arts | Nazareth College of Rochester |
| ○ Minor in Psychology | May 2005 |

PROFESSIONAL EXPERIENCE

- | | |
|---|-----------------------------------|
| HUMAN RESOURCE EXECUTIVE | 2007-Present |
| Accent Business Services/Exceptional Consulting Services | 2007-2018 / 2020 – present |
| Freedom Health Systems, LLC | 2023 - present |

Experienced In Working with Small-Medium Sized Organizations. Services include:

- | | |
|--|---|
| ✓ Developed HR Policies & Procedures | ✓ Employee Development Trainings |
| ✓ Created Employee Handbooks | ✓ Leadership/Supervisory Trainings |
| ✓ Employee Relations/Dispute Resolution | ✓ Change Management/Leadership |
| ✓ Policy Creation & Analysis | ✓ Workplace/EEO Investigations |
| ✓ HRIS Selection & Implementation | ✓ Benefits Administration |
| ✓ Organizational Compliance Audits/Assessments | ✓ Advised on Strategic Organizational Initiatives |

- *Specific experience in the following regions: New York, Pennsylvania, Texas, California, Maryland, D.C.*
- *Well versed in virtual consultation services.*

ONLINE ADJUNCT FACULTY 2009-Present

For Various Colleges - Courses Taught Include:

- | | |
|-----------------------------|---------------------------------|
| • Human Resource Management | • Managerial Communication |
| • Training & Development | • Leadership & Org. Mgmt. |
| • Workforce Development | • Employment Law |
| • Law & Ethics | • Business Ethics |
| • Leading Change | • Labor Relations |
| • Recruitment & Selection | • Diversity in Organizations |
| • Compensation & Benefits | • Strategic Leadership & Change |

REGIONAL HUMAN RESOURCES MANAGER 2005-2009

Staples – Contract & Commercial *New York & Pennsylvania*

- | | |
|---------------------------------|---|
| • Departmental Budgeting | • Workplace Investigations |
| • Employee Relations/Mediation | • Conflict Management |
| • Strategic Operations Partner | • Full Cycle Recruiting |
| • Compliance Enforcement | • Performance Management |
| • Employee Development Training | • Disciplinary Assessments/Terminations |

**Small Business Consultant at SCORE & Volunteer Mediator at the Center
Dispute Settlement**

References Available Upon Request