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## Sharon Dixon Justice, SPHR

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Education: Master's in Business Administration, East Carolina University, 1990

Bachelor of Science, Business Administration, East Carolina University, 1987  
Magna Cum Laude  
Concentration in Entrepreneurship-Small Business Management

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Professional Experience: **Teaching Instructor and Coordinator Business 3200 Leadership II (April 2011-present)**

- Develop curriculum for the junior level College of Business Leadership course
- Coordinate multiple instructors to ensure course objectives are met
- Partner with Career Services, Dining services, and local SHRM chapter to facilitate interviews, dining event and guest speakers during each semester.
- Advise 150 students each semester in creating online portfolios

**Principal, Justice Leadership (April 2011-present)**

- Provide HR consulting services for clients
- Supply strategic and organizational consulting services to meet client needs
- Deliver customized leadership development programs for small to large groups
- Coach leaders on change management, organizational issues, strategic planning, and personal performance

**Senior Vice President, Senior Human Resources Consultant, Wells Fargo Bank, Greenville, NC (1997-2011) (formerly Wachovia Bank)**

- Served as Business Partner or Human Resources Manager for various Wholesale Banking Group Executive Vice Presidents to assist them in business planning, strategic design, and Human Capital initiatives and programs.
- Strategic Human Resources Performance Consultant for the Wholesale Banking Group including Community, Business, Commercial, Government, Educational Institutions, Not for Profits, Healthcare, and Dealer Services Banking Groups
- Assisted leadership in developing and executing on Human Capital Plans, talent management, leadership effectiveness, mergers and acquisitions, change management, diversity, compensation strategy and implementation.
- Facilitated numerous reorganizations and redesigns as a result of mergers, acquisitions or efficiency initiatives. Worked with managers and team members to assess roles and responsibilities, working to design efficient processes and organization structure.
- Participated in or led multiple HR initiatives for Wachovia Corporation and the Wholesale Bank, including incentive plan design, corporate-wide automated performance management system, corporate-time entry tracking system and other various programs.
- Planned and facilitated various meetings, training events, employee development activities and change management interventions.
- Established the framework for an Employee Engagement and Diversity council for the Government and Institutional Banking segment (GIB)
- Delivered various change management programs across the country as a part of the Wachovia/Wells Fargo merger
- Planned leadership development activities for Senior Leadership Conference within GIB segment for over 300 participants annually.

*Special Project Manager May 1999-September 1999*

- Managed implementation team for PeopleSoft HR/Payroll information system for corporate conversion.

**Manager of Customer Service and Administration, United States Cellular, Greenville, NC (1991- 1997)**

- Accountable for Daily Administrative operations for North and South Carolina operations
- Managed inbound and outbound call center environment for customer service, data entry, and collections
- Developed Budgets and Strategic Plans for a multi-million dollar business that served a population area of over 2.5 million
- Human Resources Manager for a staff of 85 administrative personnel encompassing recruiting, interviewing, hiring, counseling, coaching, developing, training, teambuilding and all aspects of employee relations administration and benefits administration

**Store Manager, Maurices, Greenville, NC (1990-1991)**

- Hired, trained, and supervised a staff of 10 sales associates
  - Created merchandise displays
  - Managed daily record keeping, scheduling, and cash accounting
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Related Experience: Key note speaker for various groups on etiquette, job search and work life balance.  
Key Note: The Precious Present  
Visiting instructor for Pitt Community College Continuing Education/Small Business Development Center.  
Owned and operated Interior Design firm which furnished condominium complexes.  
Involved in managing several family businesses while in college including: restaurant, deli, convenient store, clothing and variety store at a local resort.  
Property manager for a local townhouse complex.

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Certifications and Skills: Certified Senior Human Resources Professional.  
Certified Emily Post Institute Business Etiquette Trainer  
Certified **Big 5** Facilitator (Five Factor personality workshop)  
Certified Discovery Learning Change Style Indicator and Influencing Style Facilitator  
Certified DISC profile facilitator  
Certified in DDI targeted Selection and 16 additional DDI programs  
Delivered “Communication Derailed” communication skills program  
Delivered various HRDQ leadership development programs  
Certified Diversity Facilitator at Wachovia Corporation  
Graduate of Zenger Miller Management programs.  
Completed Society for Human Resources Certification workshop  
Completed UNC-CH **Business of Human Resources** Executive Education Program, Flawless Consulting, Partnering for Business results, diversity awareness, AMA HR & the law.  
Skilled in Project Management, Trained in Process Improvement.  
Taught computer software basic, intermediate and advanced skills workshops.

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Community Service: NCSHRM State conference Program Chair, 2014, NCCSHRM board member 2013, 2014 Member of Praise Team keyboard and vocalist, , Stewardship and Personnel committee member Oakmont Church, ECU Alumni Association, ECU Pirate club, ECU Women’s Roundtable, Board member of Collide, Local and National member of SHRM, SHRM College Relationship Chair, Faculty Advisor ECU student SHRM chapter , Volunteer Community Women’s Job Corp, ECU Parent Council,

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Recognition and Awards

- Advisor, ECU SHRM chapter, Honorable Mention Merit award during first year 2013-2014
- BBT Faculty Leadership Fellow 2013, BBT Faculty Leadership Mentor 2014
- East Carolina University Family of the Year, 2014
- NCCSHRM Member of the Year 2013
- Boys Scouts of America, Outstanding Committee member 2007
- Uncommon Wisdom Award winner for Wachovia General Bank Human Resources in 2003
- Wells Fargo Government and Institutional Partner Award, 2010
- Received the National Outstanding Customer Satisfaction Award 1995 US Cellular

Courses and  
Workshops

**Navigation the Generation Gap: 2013, 2014, NC SHRM conference Fall 2014**  
Putting the multiple generations to work in our organization

**Wells Fargo Annual Conference, May 2014**

Government and Institutional Banking Division

**Breakout Session speaker:** Communicating with Confidence, Resolving Difficult Conversations

**Wells Fargo, Government and Institutional Banking Diversity and Engagement Council**  
Annual Meeting Keynote, Oct 2013, 2014

**International Study Abroad: Faculty Language Development program**

**University of San Francisco at Quito, Ecuador, May 2014**

Spanish Language and Culture immersion program

**Visiting Professor: China Pharmaceutical University, Nanjing China May 2013**

Professional development series focused on Strengths based leadership, professionalism, personal branding and job search skills

**Transitioning from College to Corporate: 2011-2013**

Entry level new hire program delivering practical work training to prepare recent hires new to the business world for a smoother transition. Topics include professionalism, introductions, networking, culture, diversity, and workplace etiquette.

**Strengths Finder: 2010-2013**

Using the principles in Strengths Finder 2.0 by Tom Rath, students are lead in personal exploration to discover strengths, how to work more effectively with others and dealing with weaknesses.

**Change Style Indicator: various, 2001-2014**

This workshop leads participants through self-discovery about personal reaction to change, preparing to transition through change and interacting with others using various styles.

**Team Development Workshops Various, 2005 to 2014**

Delivered over 30 team workshops devoted to helping teams identify communication and work relationship issues and assisting them in action planning to overcome communication and teamwork issues. Utilizes various tools, methods and styles to meet the needs of the team.

**Physician Leadership Advanced Institute: Vidant Health 2014**

Coordinate the development of the Advanced Physician Leadership inaugural program for Fall 2014. Using a self-contained project, demonstrate and build skill in leadership, team development, negotiation and conflict resolution. Introduce principle of Dyad leadership model.

**Physician Leadership Institute: Vidant Health ; 2011, 2012, 2013, 2014**

Developed and Facilitated 3 institutes at Vidant Health for Physician leaders throughout a 29 county Eastern North Carolina area. Focused on building key leadership skills in Physicians this program is delivered in a 7 module format over 7 months. Topics include, personal awareness, Strategic Management, Change, Interpersonal Relationships, Quality, Meeting Management, Power and Influence.

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**The Professional Advantage: 2012, 2013, 2014**

ECU program for select students to develop key skills to enhance their professionalism and value to the campus and to future employers.

**New Manager Workshops: 2010-2012**

Delivering key management skills to new managers. Various topics tailored to each audience.

**It's Not your Momma's Job Search: 2013**

Delivered to regional career services and job coaches in Beaufort County. Focused on resume, cover letter, social media and online job search skills to assist job hunters in a successful search.

**Finding your Balance, 2012**

Focused on identifying what is out of balance between work and "life" and helping participants develop strategies to regain a comfortable balance

**DiSC 2002-present**

Deliver customized DiSC programs to identify behaviors and tactics to enhance personal awareness and team effectiveness

**East Carolina University Leadership Forum breakout session speaker, 2012, 2013**

Building leadership skill in College Students through the Leadership and Professional Development program: 2012

Building leadership capacity in students and Faculty, representing BB&T Faculty Leadership Fellows program, 2013

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Publications: **East Carolina University Health Beat**

Navigating the Generation Gap, April 2014

<http://blog.ecu.edu/sites/healthbeat/navigating-the-generation-gap-2/>

Website: [www.JusticeLeadership.com](http://www.JusticeLeadership.com)