

# ANJELICA T. LYMON

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## SUMMARY

Human Resources professional with more than 30 years of progressive experience in leadership and administrative management in higher education.

## WORK EXPERIENCE

### GEORGIA STATE UNIVERSITY COLLEGE OF LAW

Atlanta, Georgia

*College Human Resources Officer*

Full-time, January 1993-present

Student Assistant, July 1988-January 1993

Received a steady series of departmental promotions since January 1993 reflecting increased levels of management and responsibility.

Support the Dean of the College by managing all Human Resources operational and budgetary-related functions. Advise staff and faculty on appropriate HR, EEO and Affirmative Action procedures and assist Dean and College/Division Administrative Officer with various administrative functions. Supervise College/Division Human Resources Coordinator.

Manage all personnel actions for faculty, staff, part-time instructors, graduate assistants, student assistants and temporary employees. Monitor personnel records and salary information. Provide employment verification and implement appropriate procedures for effective record keeping.

Serve as final level of approval and process forms related to recruitment, hiring, separation, change of status, leave of absence and distribution of effort. Establish new procedures and develops forms for divisional personnel matters. Review and approve employee time sheets and reports of absence. Monitor and reconcile departmental payroll. Troubleshoot and process amendments for payroll and personnel record discrepancies.

Serve as College EEO/Affirmative Action Coordinator. Advise faculty and staff on policies related to recruitment and employment. Serve as College representative to Human Resources Advisory Committee. Recommend and implement appropriate internal control procedures for adherence to University, State, and Federal regulations. Serve as point of reference for conflict and dispute management.

Advise faculty and staff on appropriate personnel policies and procedures. Serve as a liaison to the University Human Resources Department and provide departmental updates concerning benefits and policy changes. Attend training sessions as College representative. Supervise appropriate office staff to assist with HR functions.

Oversee College performance evaluation process and manages College classification and compensation processes. Assist department heads with research and development and final approves staff and faculty position reviews. Monitor departmental budget and assists with yearly budget preparation and amendment by preparing personnel budget reports for College/Division Administrative Officer. Coordinate data entry into University HR system for processing payments to part-time instructors, graduate assistants and summer faculty.

Manage Board of Regents faculty information system. Serve as a liaison to the University Provost's Office and Board of Regents for appropriate system maintenance, policy changes and updates. Serve as departmental contact concerning documentation for faculty appointments, leaves of absence, and promotion and tenure.

Support the College's Faculty Recruitment Committee by advising them of appropriate procedures for HR and Affirmative Action compliance in the appointment of general chaired faculty. Support the College Promotion, Tenure and Reappointment Committee. Manage all documents and files related to PTR and prepares faculty dossiers for transmittal to the Provost and Board of Regents.

Manage and provide information for College Human Resources Website. Coordinate in-house staff training. Serve on various College recruitment committees.

Research, compile statistical data and prepare responses for reports and questionnaires from accrediting agencies and other requesters.

#### **JONES, DAY, REAVIS AND POGUE**

Atlanta, Georgia

*Receptionist/Switchboard Operator*

October 1990 - August 1992

Operated multi-line message center, handling 50 to 200 daily incoming calls. Greeted and assisted attorneys, patrons and other professionals. Typing, word processing and other office management duties.

#### **GEORGIA STATE UNIVERSITY LAW LIBRARY**

Atlanta, Georgia

*Student Assistant*

November 1987 - July 1988

Directed students and other patrons on the use of library facilities. Answered telephones and visitor inquiries. Maintained photocopiers and lab computers. Provided assistance with word processing software usage. Catalogued library publications, documents, and books. Maintained audio, video and microfilm equipment and instructed patrons on proper equipment usage.

#### **EDUCATION**

##### **ARGOSY UNIVERSITY**

*Master of Arts in Education, Fall 2012*

Higher and Post-Secondary Education

##### **GEORGIA STATE UNIVERSITY**

*Bachelor of Science - Mathematics Major, Psychology Minor, Spring 1993*

*Bachelor of Arts - Psychology Major, African-American Studies Minor, Summer 2008*

Georgia State University Leadership Academy for Women, Diploma, Spring 2009

#### **CONTINUING EDUCATION**

Human Resources Management in Higher Education

Change Management

Mediation and Conflict Resolution

Affirmative Action/EEO and Hiring

Educational Law

AA/EEO Workplace Compliance

Diversity in Higher Education

Personnel and Industrial Relations

#### **ADDITIONAL SKILLS**

- Excellent communication and interpersonal skills.
- Automated Data Processing (ADP)
- PeopleSoft HR/Financials
- People Admin
- Taleo Talent Management
- Entellitrak Classification System
- Ability to grasp computer applications quickly.
- WordPerfect Office X3
- Microsoft Office XP
- Data Base and Spreadsheet Management

- Various Desktop Publishing and Web Authoring Packages including: Corel Draw, Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, and Adobe Dreamweaver.

### **VOLUNTEERISM/AFFILIATIONS**

- Georgia State University College of Law Marjorie L. Girth Staff Achievement Award
- Dorothy Norwood Scholarship Foundation, Founding Member and Vice-President (2001-)
- Zeta Phi Beta Sorority, Inc.
- Department of Family & Children's Services, Volunteer
- Outstanding Young Women of America
- Georgia State University Staff Advisory Council – Exempt Staff Representative, Non-Exempt Staff Representative , Council Secretary, Benefits Committee Chair, Benefits Committee Secretary, Tuition Reimbursement Subcommittee, Senate Voting Rights Subcommittee
- Georgia State University Taleo Implementation Executive Committee Member
- University System of Georgia Staff Advisory Council
- Georgia State University Committee for Re-accreditation by the Southern Association of Colleges and Schools - Institutional Effectiveness Subcommittee
- Director of Affirmative Action Search Committee, Georgia State University
- Director of Human Resources Search Committee, Georgia State University
- GSU Grievance Committee, Chair
- Georgia State University African American Heritage Award (Marcus Garvey/Fannie Lou Hamer Award for Outstanding Community Volunteer)
- Temple of Hope Non-Denominational Church, founding member and holder of various positions of leadership

References available upon request.