

**SANDRA L. MERVOSH SHRM-SCP, SPHR**

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**EDUCATION**

La Roche College, Pittsburgh, PA  
M.S. Human Resources Management  
Concentration: Training and Development 1991  
Directed Research: Venture Graphics' Feedback System for: Customer Satisfaction and Supplier Development

Clarion University of PA, Clarion, PA  
B.S. Psychology 1981  
Directed Research: Concurrent Speech and Finger Tapping in 5-6 year olds

**CERTIFICATIONS**

SHRM-SCP January 2015 – March 2018  
SPHR May 1996 – March 2018

**TEACHING EXPERIENCE**

**Adjunct Instructor- Point Park University's School of Business** 2013-present  
Responsibilities included: development of syllabus and overall course structure.

Delivery of course content using a combination of on-line format via Blackboard, experiential learning and traditional classroom instruction. Monitor student performance and meet individually as needed to enhance the student's learning experience.

Streamline application of education to industry by incorporating the curriculum guidelines and competency model from SHRM into course content.

Courses:

Organizational Behavior  
Human Resource Management  
Research Methods for the Business World

**Adjunct Instructor- Point Park University's Department of Humanities and Human Services** 1994-2013  
Responsibilities included: development of syllabus and overall course structure.

Delivery of course content using a combination of on-line format via Blackboard, experiential learning and traditional classroom instruction. Monitor student performance and meet individually as needed to enhance the student's learning experience.

Work at the request of the department chair on development of Psych 311 Managerial Psychology to advance Psychology of Supervision and Psych 415 Seminar in Human Resource Management to develop an industry specific application of Seminar in Human Services for the HR field.

Courses

Industrial Psychology  
Leadership for the Business World  
Organizational Behavior  
Psychology of Supervision  
Managerial Psychology  
Seminar in Human Resource Management  
Research Methodology  
Psychology of Adult Development  
Foundations of Psychology  
Leadership Communications (Master program for Leadership)

Teaching Assistant – Clarion University Department of Psychology 1978-1981  
 Maintained experimental lab and instruct lab sessions.  
 Monitor and manage student experiments.  
 Deliver classroom demonstrations of experimental exercises for faculty.  
 Assist in statistical analysis of faculty research.  
 Organize department campus recruiting fair.  
 Grade papers and tutor students.

## RELATED EXPERIENCE

Facilitated the development of the Student HR Association at Point Park University Oct 2015-April 2016

Member HR program review committee Point Park University Dec 2014 to June 2015

Emotional Intelligence – La Roche College, Pittsburgh, PA Spring 2009  
 Presenter – researched, designed and delivered seminar

Perception in the Workplace- La Roche College, Pittsburgh, PA Fall 2008  
 Presenter - researched, designed and delivered seminar  
 SHRM pre-approved for general CEU credits

Follow the Leadership Path- La Roche College, Pittsburgh, PA Fall 2007  
 Presenter - researched, designed and delivered seminar

Career Anchors: La Roche College, Pittsburgh, PA Spring 1999  
 Presenter - researched, designed, delivered and monitored round table discussion

Leadership for Women: Women Together: La Roche College, Pittsburgh, PA Spring 1998  
 Presenter - researched, designed and delivered seminar

Buffalo State Undergraduate Psychology Convention Spring 1980  
 Presented undergraduate research: Concurrent Speech and Finger Tapping in 5-6 year olds

## RELATED PROFESSIONAL EXPERIENCES:

Nov 2009 – Present: Owner Venture Graphics Inc.  
 2002 – Present: President and CEO  
 1996 – 2002: COO  
 1990 – Present: Board Member Venture Graphics  
 1990 – 1996: Vice President Production  
 1985-1990: Estimator/Customer Service Manager  
 1983-1985: Production Manager

Development and implementation of Employee Handbook.  
 Design and implementation of recruitment and selection program.  
 Design and implementation of onboarding and employee training.  
 Design and administration of performance review and management system.  
 Yearly analysis, selection and administration of benefits package – including employee survey.  
 Strategic development and management of corporate mission and goals including application acquisition and marketing of WBE certification.  
 Development and evaluation of corporate marketing including social media.  
 Strategic analysis and monitoring of corporate financial stability.  
 Development and yearly review of business plan including all policies and procedures pertinent to the sustainability of the corporation.

## MEMBERSHIPS

Society for Human Resource Management – Current  
 PHRA - current  
 Founded: Pittsburgh Certified Women Business Networking Group- 2015  
 WBENC – 2015-March 2017  
 NAPW 2015  
 PSI CHI student member 1978-1981