

JACK REARDON, JD, CAE, SPHR

66 Madrona Drive ~ Santa Monica, CA, 90403

(310) 555-1212

jreardon@net.net

SENIOR MANAGEMENT EXECUTIVE

Organizational Development ~ Compliance Leadership ~ Risk Management

Exceptional leadership demonstrated by managing large staffs in Fortune 500 and multi-million dollar corporations. Trusted presidential advisor of measurement and analysis on all corporate objectives. Extraordinary tactical insight demonstrated in all contract negotiations and corporate legal matters. Expert ability for staff inspired excellence through effective hands-on management and governing abilities. State Bar licensing in California, New York and Nevada. Member of the National Legal Committee for the American Association of Homes and Services for the Aged; Alumni Board of Directors, Stanford University; Alumna Leadership of Los Angeles Community Trust Association; American Bar Association Leader for the National Officer Law Division and House of Delegates Representative. Additional abilities in:

Change Management

Human Resource Ethics

Risk & Cost Analysis

Legal Expert

Training & Development

Business Development

Six Figure Settlements

Recruitment & Retention

Strategic Alliances

PROFESSIONAL ACCOMPLISHMENTS

ASSOCIATION OF FUNDRAISING PROFESSIONALS – Donors Forum of California – Course Accreditation listing including prerequisite of five years work experience.

- (1) Planned Giving 101, (2) Planned Giving 102, (3) Proposal Writing, (4) Building Strategic Relationships with Corporations and Foundations, (5) Conducting a Successful Capital Campaign, (6) Defining and Measuring Success: Program Outcome Evaluation for Nonprofit Organizations, (7) Major Gifts Fundraising and (8) Seeking Support From Individuals

RADIO AND TELEVISION SPONSORED BROADCASTS – varied media events include:

**National Conference – Legal Panel – American Assoc. for Homes and Services for the Aging
“Conducting A Legal Audit of Your Co.”**

Designer and Talent for Radio & Television Recruitment Ads – Pfizer Laboratories

Editor of Newsletter – Pfizer Laboratories

CAREER ACCOMPLISHMENTS

TIMEMARK CORPORATION

Exceptional legal prowess winning 100% of all cases since 1990. Additionally saved over \$500,000 in legal fees from outside billings. Collected damages exceeding \$700,000 in legal settlements. Handled over 150 cases per year including Administrative, State and Federal court matters.

Created and oversaw cost reduction and revenue generation for corporate purchasing, conference management and office services. Designed and managed a \$400,000 telecommunications project. Developed an improved dispute and collection resolution system for 3 nursing homes, encompassing 550 hospital beds and 2000 housing units.

Directed 10 departments: Legal, Human Resources, Management Information Services, Corporate and Healthcare Purchasing, Risk Management, Training and Development, Conference Management Services, Office Services and Telecommunications.

PROFESSIONAL EXPERIENCE

TIMEMARK CORPORATION, Los Angeles, CA 1987 to 2001

General Counsel & Vice President of Support Services

Directed over staffs of 12 to 100 for international health care provider. Administered \$4 - 6 million in budgets including employee benefits program and purchasing volume for corporate, medical and non-medical supplies. Presided direction for 52 sites in 4 states and lead 6 Administration and Operation Departments.

Designated leadership resulted in Environmental Services Staff at all 52 sites achieving consistently high ratings from local, state and federal inspections. Budget increased 300% from 1987 to 1990 and duties increased proportionately.

NEW YORK TRANSIT AUTHORITY, New York, NY 1984 to 1987

Director of Grievances and Arbitrations

Developed an expeditious grievance resolution system and formulated an arbitration program.

NATIONAL LABOR RELATIONS BOARD, New York, NY 1981 to 1984

Staff Attorney

Investigated, resolved and litigated unfair labor practice charges in addition to conduction of union elections in New York.

NEW YORK CITY CORPORATION COUNSEL OFFICE, New York, NY 1979 to 1981

Labor Law Attorney

Demonstrated a significant role in collective bargaining, contract negotiations and mediations for the New York Police and Fire Departments.

NEW YORK INSTITUTE OF CONTINUING LEGAL EDUCATION, New York, NY 1980

Legal Instructor of Prominent New York Institute for Continuing Educational Instruction.

Coordinated seminar for varied CLE seminars, instruction material published for continuing educational reference material.

BURTON III MANAGEMENT, New York, NY 1979 to 1983

Instructor of Seminars for American Management Association and the U.S. Office of Personnel Management.

Developed topics of seminar instruction for the American Management Association and the U.S. Office of Personnel Management.

WASHINGTON POST, New York, NY 1975 to 1977

Systems Trainer

Co-developed the mandatory five-week management development program for all managers.

PFIZER LABORATORIES, New York, NY 1972 to 1975

Personnel Administrator

Directed the new Human Resource Information System for a Research & Development Distribution Center.

EDUCATION

UNIVERSITY OF CALIFORNIA, Los Angeles, California, ***Juris Doctor***, 1978

CAPITOL UNIVERSITY, Washington, D.C., ***Master of Science***, 1975

STANFORD UNIVERSITY, Stanford, California, ***Bachelor of Arts/Urban Studies***, 1972