

Purpose Statement:

Accomplished writer and compliance professional with 12+ years of experience in front-line management, employee relations, labor relations, project management, and program design & development. I aspire to leverage my expertise in an executive role to impact the organization's strength and health significantly.

With a strong focus on developing and nurturing a positive culture, I aim to drive forward justice, compliance, equity, diversity, and inclusion principles while supporting effective monitoring, evaluation, and accountability. My strategic communications, counsel, and leadership development experience can be instrumental in advancing the organization's objectives while ensuring alignment across all departments and initiatives.

Education:

Master of Studies in Law, Graduate, Corporate Compliance, Fordham University School of Law
Bachelor of Arts, Graduate, Creative Writing, Full Sail University

Professional Experience:

UPS Corporate • Atlanta, GA

Legal Project Manager (January 2022 – June 2023)

- Employment Law Litigation/Title IX/Workplace Investigations & Settlements.
- Mediation/settle EEOC charges.
- Draft litigation/work-product/position statements.
- Authorized signatory for legal declarations and settlement agreements.
- Perform compliance assessments/make recommendations.
- Gather e-discovery/draft opposition research/memorialize assets in the database.
- Trial prep support for ADA, EEOC, Harassment, Compliance, and Employment law cases.
- Human Resources/Compliance Business Partner.
- Legal Communications Contributor.

Apple Inc • Cupertino, CA

Team Manager (August 2015 – January 2022)

- Mentored and coached high-performing teams, fostering their professional development and career advancement.
- Global communications team member.
- Led change management initiatives to enhance employee experience, communication, and operational efficiency.
- Collaborated with cross-functional teams, including Global Legal, Global Labor Relations, and Global People Development, to implement strategies that improved employee experiences, work environments, and performance.
- Developed and delivered training programs for managers and leaders, ensuring compliance, and promoting a positive work culture.
- Consistently delivered exceptional employee experiences through effective collaboration, communication, and innovative solutions.

Verizon Wireless • Alpharetta, GA

Supervisor, HQ Executive Relations Office (July 2002 – July 2015)

- Provided daily support to HQ Executives, Public Relations, Communications, Auxiliary, and Legal teams, ensuring smooth operations and effective collaboration.
- Managed a team responsible for resolving escalated customer challenges directed to Executive HQ Leadership, maintaining high levels of customer satisfaction.
- Executive communications team member.
- Responded to inquiries and legal matters from regulatory bodies such as the FCC, BBB, and court filings, handling cases involving consumer wireless customers with professionalism and adherence to legal requirements.

Skills:

- Employee Relations
- Operations Management
- Project Management
- Employment Law
- Title VII/Discrimination
- Workplace Investigations
- Mediation and Settlement
- Change Management
- Data Analysis and Reporting
- Compliance and Risk Management
- Exemplary Communicator
- Works in tandem with the Board of Directors
- Editorial Freelancers Association Member at Large
- Published Author

Certification #36280862, Crisis Management & Business Resiliency, MIT

References are available upon request