

Lacy J. DeBerry, III

6214 Nile Place, Apt. A, Greensboro, C 27409 (336) 577-5046 lacyjay3@gmail.com

Career Objective To obtain a senior management position in human resources for a progressive organization utilizing background in human services, education, and sales/marketing

Technical Skills

- NFBPA ELI graduate, 2013
- Big 5 Evaluation-CenTACS, 2008
- Adjunct Equal Employment Opportunity Institute Instructor-NC Office of State Personnel, 2006
- Certified Mediator-NC Office of State Personnel, 2004

Summary of Qualifications

- Conducted investigations based upon complaints filed by employees and disciplinary action initiated by supervisors
- Performed 20 mediations
- Coordinated annual Employee Appreciation Awards ceremony for 100 staff
- Conducted workshops for more than 3000 employees.
- Developed electronic training calendar and registration for staff development.
- Designed, and coordinated workshops based upon staff needs analysis
- Implemented violence prevention/intervention training course for students — decreasing incidents by 25%.
- Developed curriculums for HR courses.
- Coordinated comprehensive substance abuse program for students.
- Recruited, trained and supervised 10 Peer Educators for university.
- Taught upper level Psychology course at university.
- Provided training and technical assistance to management
- Coordinated a comprehensive violence prevention program in 4 schools.

Professional Experience

Employee Relations Consultant City of Greensboro 2007-Present
Greensboro, NC

Employee Relations Manager North Carolina A&T State University 2005-2007
Greensboro, NC

Staff Development Specialist Winston-Salem State University 2002-2005
Winston-Salem, NC

Education Consultant CenterPoint Human Services 1999-2002
Winston- Salem, NC

Human Resource Development Instructor Forsyth Technical Community College 1996-1999
Winston-Salem, NC

Program Coordinator/Adjunct Instructor Winston-Salem State University 1995-1996
Winston-Salem, NC

Senior Trainer/Facilitator University of Louisville/USED 1993-1995

Louisville, KY

Education Consultant NC Department of Public Instruction 1991-1993

Raleigh, NC

Training Specialist NC Office of State Personnel 1989-1991

Raleigh, NC

Program Consultant New Hanover County Schools 1988-1989

Wilmington, NC

Vocational Rehabilitation Counselor NC DHHS/Div. of Voc. Rehabilitation 1983-1988

Butner, NC

Education Winston-Salem State University Winston-Salem State, NC B.S., Urban Affairs (1983)

Awards and Honors National Forum for Black Public Administrators Executive Leadership Institute (2013)

Kentucky Colonel (2013)

Order of the Long Leaf Pine (1980)

Received 2 internships in college: Charlotte Observer newspaper (1982), NC State Government (1980)

Professional Associations

- National Forum for Black Public Administrators
- Society for Human Resources Management
- International Conference of Public Management -NC

MITCHELL J. VINOKUR

10903 Northgreen Drive, Wellington FL, 33449
561-433-8382 | mvkeywest@comcast.net
linkedin.com/in/mitchell-vinokur

Re: • City of Gainesville

Equal Opportunity Director

Dear Hiring Manager:

Your job posting on the Indeed website caught my attention because I am an experienced Equal Employment Compliance Specialist who brings a proven track record in **resolving hundreds of EEOC/FHA investigations and 15+ years of HR and Management experience**. Throughout my career, I have gained expertise in the following areas of compliance:

- ✓ **Title VII, Equal Employment Opportunity (EEO), Title VIII, Fair Housing Act (FHA)**
- ✓ **Family & Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and COBRA Labor Laws**
- ✓ **Affordable Care Act (ACA), AHIP and Workers' Compensation Claims**
- ✓ **Americans with Disability Act (ADA), Sexual Harassment, and Reasonable Accommodations**
- ✓ **Department of Labor (DOL), OSHA Workplace Safety Laws, and Affirmative Action**

As a **Equal Employment Specialist and Compliance Investigator** with the Palm Beach County Fair Employment Programs and Office of Equal Opportunity, I manage all aspects of investigations into discrimination claims regarding Title VII & VIII, ADA, EEOC, HUD and Affirmative Action. I respond to all Federal charges or inquiries by both the DOL and EEOC. I also am the subject matter expert for the County on FMLA compliance and employee relations relating to fair employment programs.

I interview parties, determine basis for allegations, collect supporting documentation, and draft formal reports. I also maintain up-to-date knowledge regarding all federal employment/labor laws. I respond to all inquiries from Federal agencies and I provide guidance and training to all levels of the County leadership on Equal Opportunity matters. I also prepare the EEO-4 reports for the county.

The enclosed resume documents my experience, skills and education. I look forward to learning more about how I can assist your team as the Equal Opportunity Director. Please contact me at your earliest convenience.

Sincerely,



Mitchell Vinokur
Enclosure: Resume

MITCHELL J. VINOKUR

10903 Northgreen Drive, Wellington FL, 33449
561-433-8382 | mvkeywest@comcast.net

COMPLIANCE & DIVERSITY SPECIALIST

Offers 15+ years of success in facilitating diverse, safe workplaces through conducting compliance investigations, advising management, and creating SOPs. Comprehensive knowledge in EEO labor/employment and civil rights laws. Brings excellent interpersonal skills, respect for cultures and proven expertise in managing numerous priorities.

HR professional with a proven track record in interpreting, applying, and monitoring Affirmative Action and EEO laws.

REGULATORY COMPLIANCE

- Title VII, Equal Employment Opportunity (EEO), Title VIII, Fair Housing Act (FHA)
- Family & Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), COBRA Labor Laws
- Affordable Care Act (ACA), AHIP, Workers' Compensation Claims
- Public Accommodations, Americans with Disability Act (ADA), Sexual Harassment, Reasonable Accommodations
- Department of Labor (DOL), OSHA Workplace Safety Laws, Affirmative Action

PROFESSIONAL EXPERIENCE

Palm Beach County, Board of County Commissioners | West Palm Beach, FL Oct. 2015 – Present

-EQUAL OPPORTUNITY COMPLIANCE SPECIALIST, II, Fair Employment Programs

I began my work for the County as a Compliance Investigator before being promoted to my current position: Professional work in the Fair Employment Programs section of Human Resources investigating and analyzing complaints of employment discrimination. Responsible for ensuring equal opportunity in employment for groups protected by federal, state, and local laws. The work requires the exercise of a high degree of independent judgment and initiative in the enforcement of policy, programming, and procedures. Duties include: Disseminating Equal Employment Opportunity (EEO) and job information.

- Investigating complaints of discrimination. Conducting adverse impact studies.
- Conducting management and employee training.
- Developing and implementing Affirmative Action Programs.
- Responding and providing Position Statements in response to Federal or State charges of discrimination.

-COMPLIANCE INVESTIGATOR, Office of Equal Opportunity

Investigate Title VII & VIII, ADA, EEOC, HUD and Affirmative Action discrimination complaints. Manage an active caseload of 30 from start-to-finish. Successfully completed 100's of cases at the federal level that affect businesses of all sizes. Collect, analysis, and report on findings. Maintain up-to-date knowledge in all regulations. Completed training in Sexual Harassment and Workplace Diversity.

- Investigate Title VII/EEO discrimination complaints regarding protected classes including race, sex, color, religion, national origin, age, disability, familial status, sexual orientation and gender identity/expression
- Investigate Title VIII/FHA claims regarding housing prejudice/bias
- Determine basis of allegations through interviewing and corroborating feedback from both accusers and accused
- Collect supporting documentation such as official correspondences, emails and business records
- Draft an Investigative Report/Memo for each case detailing allegations, findings and recommended next steps

Mediate complaints using conciliation training to achieve mutually agreeable resolutions

Simple Insurance Solutions | Wellington, FL

Jan. 2013 – Oct. 2015

INSURANCE SPECIALIST

Offered health and life policies. Specialized in Medicare & benefits enrollment. Expertise in Affordable Care Act (ACA).

Randall Rents of Florida | Delray Beach, FL

Jan. 2011 – Oct. 2012

HUMAN RESOURCES & OPERATIONS MANAGER

MITCHELL J. VINOKUR

561-433-8382 | mvkeywest@comcast.net

Hybrid role with full accountability for leading operations, staffing and regulatory compliance for a multi-location construction business that completed a merger in Q4-2010. Hired, trained, managed and evaluated a team of up to 30. Oversaw payroll, DOT records, employee group benefit programs/ enrollment. Led new employee orientation, development, conflict resolution and training.

- Complied with EEO, DOL, OSHA, ADA, HIPAA, FMLA, FLSA, and COBRA laws
- Zero fines during entire tenure through careful documentation and passing all inspections
- Developed and delivered training programs in safety, disability awareness, employee relations and compliance
- Drafted the Employee Handbook that detailed job descriptions, policies and procedures that improved compliance
- Created and trained all staff on new Standard Operating Procedures (SOPs) implemented across both workforces
- Designed and implemented cross-training programs for all non-management staff; created monetary incentives to encourage staff to complete within 90 days
- Reduced Workers' Compensation premiums by 25% via lowering both mode & claims, coaching management, along with implementing a Drug-Free Workplace policy and a Safe Workplace Program
- Led Safety Advisory Board for Workers' Compensation carrier and managed claims
- Introduced a performance management system that rewarded productivity and cross-training

Boys & Girls Club | Key West, FL

March 2010 – Jan. 2011

ACTIVITIES COORDINATOR

The Boys & Girls Club of the Keys is part of the nationwide nonprofit organization, The Boys & Girls Club of America, which is dedicated to providing young people of all backgrounds with a safe place to learn and grow, I planned activities and programs designed to support achievement and foster a sense of belonging, competence and influence that helps the children build self-confidence and self-esteem

Hollander Publishing | Wilmington DE

Feb. 2005 – Jan 2010

HUMAN RESOURCES & OPERATIONS DIRECTOR

Managed all HR duties, such as staffing, compensation, benefits, performance along with both workplace safety programs. Ensured that all compensation, benefits, procedures & policies were compliant and competitive. Conducted staff orientation. Managed Workers' Compensation Claims. Negotiated with benefits vendors.

- Met EEO, OSHA, ADA, HIPAA, FMLA, COBRA laws; advised management on Title VII/EEO & sexual harassment
 - Developed and delivered training programs in safety, disability awareness, employee relations and compliance
 - Created the Employee Handbook and implemented HR benchmarks to ensure a compliant, performance-based culture
- Redesigned job descriptions using a 'Vision for Success' statement to illustrate performance standards

TRAINING & DEVELOPMENT

Complaint Conciliation & ACA Federally Facilitated Marketplace Certifications
Trained Fair Housing (HUD) Investigator • AHIP Certifications
EEOC Investigator Training • Workplace Safety & Health Diploma
Mediation • Leadership Next Program • Trauma –Informed Investigations

EDUCATION

Bachelor of Science: Business Administration
University of Delaware | Newark, DE

AFFILIATIONS

Society for Human Resource Management

TONNETTE R. HARRIS

1909 Lake Baldwin Lane #201 □ Orlando, FL 32814 ♦ (901) 596-5836 ♦ toni.harris357@gmail.com

November 27, 2017

Bowdoin College
Search Committee, Senior Vice President of Inclusion and Diversity
255 Maine St.
Brunswick, Maine 04011

RE: Senior Vice President of Inclusion and Diversity

Dear Search Committee:

It is with great pleasure that I submit my candidacy for the Senior Vice President of Inclusion and Diversity at Bowdoin College. Enclosed is my resume that evidences my experience in handling administrative, academic and legal issues related to EEO/AA, AAP, Title IX, WAVA. I am very interested in this opportunity, and believe that the depth and breadth of my experience would be an asset to the administrators, faculty, staff and students at the Bowdoin College.

I currently serve as the Assistant Director in Office of Institutional Equity. Some of my major job responsibilities include:

- Investigating complaints of discrimination and submitting findings and recommendation
- Advising faculty and staff on EOAA guidelines related to recruitment and selection
- ADA accommodations for faculty and staff
- Developing and revising EOAA policies and procedures
- Collaboratively investigation complaints with HR, Compliance and Audit departments
- Preparing annual reports related to employment, student and faculty retention
- Providing training to students, faculty and staff
- Recommending ADA accommodations

During my professional career, I have served in various EEO positions. Each opportunity has presented unique chances for me to grow as a person and as a professional. Working in the area of Compliance requires commitment, tenacity, impeccable investigatory skills and the innate ability to communicate findings in a non-judgmental way. One of the most rewarding aspects of compliance work at the University level is mainstreaming systems to meet the needs of a diverse audience of students, faculty and staff. Often with limited resources, EEO leaders are required to provide efficient and effective EEO/AA programs. How do we reach this goal? By identifying problems, providing resolutions and partnering with various University departments.

In addition to the qualifications outlined in my resume, I would like to further convey my commitment to equal opportunity, diversity, and inclusion. I remain committed to being honest, trustworthy and impartial in investigating and in resolving sensitive EEO complaints.

Thank you for your consideration. I welcome the opportunity to speak with you to regarding my vision for the Office of Inclusion and Diversity.

Sincerely,

Tonnette R. Harris, JD

PROFESSIONAL SUMMARY

Seeking a leadership position where I can capitalize upon my comprehensive, knowledge, skills, talents and experiences to plan, design, direct and strategically evaluate comprehensive compliance programs; monitoring efforts, performance gap assessments and developing, reviewing and enhancing policies, procedures and organizational standards.

CORE COMPETENCIES

As a highly skilled energetic and knowledgeable EEO Compliance Professional, I have expertise in the strategic planning and programming duties related to directing the overall activities in administering operational procedures for compliance with Federal, state and local Civil Rights Laws and employment regulations; this coupled with a strong background and knowledge base in EEO Investigations, Training, Diversity/Inclusion and Employee Relations has allowed me to become a strong, powerful and proactive Equal Opportunity/Affirmative Action professional.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION KNOWLEDGE, SKILLS, TALENTS and ABILITIES:

- Served as organizations subject matter expert regarding Equal Opportunity/Affirmative Action and all other compliance related matters
- Provided expertise, strategic direction and management with regard to Civil Rights laws, regulations and Executive Orders: Equal Employment, Title VI/VII/IX, Title I Americans with Disability Act (ADA), as Amended 504, Age Discrimination in Employment Act (ADEA) Family Medical Leave Act (FMLA), Executive Order 12465, sexual orientation/gender identity and other employment laws/regulations
- Investigated, mediated and successfully resolved complaints resulting from alleged violations of organizations policies prohibiting harassment and/or discrimination in employment, student programs and services
- Met with complainant (s) to identify all issues, gathered all material facts and obtained all relevant documents to determine whether a violation of policy and/or employment laws/regulations has been established
- Interviewed confidentially the individual (s) accused of discrimination and all witnesses who have relevant information about the complaint and provided sound recommendations towards resolution based on investigative findings
- Provided sound recommendations for resolution (settle, mediate and /or conciliate) charges as appropriate based on investigative findings, organizational policies/procedures and Federal/state laws
- Interpreted laws, developed and enforced organizational policies, providing educational activities/training, advising departments in matters related to organizational policies on Equitable Treatment
- Ensured organizational compliance which involved planning, designing and conducting workshops, programs and diverse presentations to organizational community
- Provided strategic guidance and direction for employee development activities ensuring understanding of regulations and work methods needed to meet and/or exceed compliance objectives were articulated proactively
- Worked proactively with Director and General Counsel with external charges providing sound recommendations for resolution (settle, mediate and /or conciliate) charges as appropriate based on investigative findings, organizational policies/procedures and Federal/state laws
- Utilized strong legal background to understand and apply case laws, rules and regulations when dealing with Civil Rights issues
- Wrote powerful and compelling position statements to regulatory agencies (OCR/EEOC) to demonstrate organization "Good-Faith Efforts" toward resolution of complaints

- Maintained summary data on complaints for internal and external reporting purposes
- Assessed, interpreted and implemented policies consistent with Federal regulations ensure compliance and ongoing training on ADA issues
- Worked in conjunction with facilities management ensuring structural changes followed ADA accessibility standards
- Assessed proactively disability accommodation needs of departments and employees serving in an advisory capacity to departments in resolving accessibility areas of opportunity
- Responded to complaints regarding accommodations in classrooms addressing each issue and made recommendations for modifications
- Worked closely with departments to ensure ADA compliance
- Researched and evaluated assistive technology and equipment designed to aid individuals with disabilities, making recommendations for purchases of adaptive equipment when appropriate
- Conducted extensive research on Social Equity Issues for information and reporting purposes; analyzing and summarizing data for use in evaluating effectiveness and efficiency of departmental programs and services, recommending appropriate revisions and changes as needed
- Served on various committees, providing strong representation for organization with state and Federal regulatory agencies
- Ensured goals and objectives of the department were met and/or exceeded promoting a high trust culture of performance excellence
- Ensured proper and timely internal and external dissemination of current EEO information

EMPLOYMENT EXPERIENCE

Assistant Director of Office of Institutional Equity
University of Central Florida, Orlando, FL

11/2014- 11/2017

Demonstrated experience investigating EEO complaints and providing recommendations. Develop, promote, and deliver, in-person training programs on discrimination, diversity and sexual harassment to students, faculty and staff. Detailed knowledge of current and emerging laws and trends governing equal opportunity and affirmative action. Serves as Interim Director in the absence of Director. Ensure effective resolution for ADA accommodation requests. Develop and monitor EOAA database to centralize cases, to streamline investigation timeframes and to track internal trends. Developed EOAA Discrimination Grievance Form. Responsible with the assistance of IT with developing and creating EOAA’s new website. Responsible for Coordinating and Monitoring Affirmative Action Plan. Prepares various governmental agency reports to include Florida Equity Report which monitors employment, enrollment patterns, and retention and graduation rates and gender equity in athletics programs. Prepares University’s Position Statements for Office of Equal Opportunity and Department of Education (Office of Civil Rights) and other state and federal agencies. Provide advice and guidance to search committees about the recruitment and selection (applicant pools, interviews, etc.) Review the recruitment and employment process for faculty searches. Sound decision making abilities and passionate advocate for the advancement of Civil Rights Issues. Advocate of creating and fostering positive working relationships. Commitment to Diversity, Equity and Inclusion.

DEPARTMENT OF HUMAN SERVICES (DHS)-West Memphis, AR
Program Coordinator-Supervisor-Division of Childcare & Early Childhood Education

01/2013- 11/2014

Leave of Absences cared for mother terminal illness

05/2011-10/2012 and 05/2006-12/2006

COLLEGE OF SOUTHERN MARYLAND — La Plata, MD
Executive Director, Diversity and Equal Opportunity

05/2010-05/2011

UNIVERSITY OF TENNESSEE — Knoxville, Tennessee
EEO Complaint Investigator

01/2007- 05/2010

EDUCATION

UNIVERSITY OF ARKANSAS —Fayetteville, AR

Bachelor of Arts (BA) in Political Science, 1989

UNIVERSITY OF ARKANSAS —Little Rock, AR

Masters of Public Administration (M.P.A.), 1991

UNIVERSITY OF ARKANSAS SCHOOL OF LAW —Fayetteville, AR

Juris Doctorate (J.D.) 1995

CERTIFICATIONS

- Certified Affirmative Action Professional (CAAP), AAAED

COMPUTER SKILLS/OTHER SKILLS:

MS Office Suite (Excel, PowerPoint, Outlook), Spreadsheets, BANNER, ACCESS, Peoplesoft, Lexis Nexis, Westlaw, and Internet Research, Oral and Written Communication (analytical, legal, and scholarly) Facilitation and Presentation skills, High Ethical and Confidentiality Standards, Effective Organization, Management and Leadership Skills, Statistical Analysis and Web Research Skills.

PROFESSIONAL Memberships:

Society for Human Resource Management (SHRM), American Association for Access, Equity and Diversity (AAAED)

National Association of ADA Coordinators (NAADA)

RECENT TRAINING AND WORKSHOPS

- 57th National ADA Coordinator Conference, April 24, 2017
- Racial Bias Training, DOJ, February 4, 2016
- Hate Training, Department of Justice, May 11, 2016
- Housing, Title IX Clery Act Training, July 20, 2015
- Veterans Preference Training, July 27, 2015
- Race, Social Justice and Law Enforcement, September 3, 2015
- EEOC: Investigative Training, August 12, 2016
- Islamophobia, February 17, 2016