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Teneeshia Marshall

Experienced EEO Officer with a demonstrated history of working in the government administration industry. Skilled in private investigations, mediations, internal investigations, legal compliance, negotiations, and legal research. Highly reliable and detailed oriented professional with excellent time and project management skills and the ability to compile and analyze statistical data. Strong analytical and interpersonal skills coupled with excellent written and oral communication.

Skills

- Conflict Resolution
- Policy Compliance
- ADA and Reasonable Accommodations
- Certified Mediator
- Employment Law
- Public Speaking
- Relationship Building
- Program Assessment
- Employee and Labor Relations
- Training and Development

Experience

JULY 2017-PRESENT

EEO Officer / City of Tacoma, Tacoma, WA

- Conducts, manages, and responds to internal City of Tacoma and Tacoma Public Utilities EEO Complaints.
- Ensures non-discrimination and anti-harassment policies are current and develops new policies and procedures, as necessary.
- Drafts position statements for complaints received from the EEOC and Washington State Human Rights Commission.
- Advises City leadership on matters relating to EEO.
- Develops and conducts training on prevention of sexual harassment and discrimination, and other EEO related matters.
- Works effectively with over 20 Bargaining Units.
- Implemented the City's first diversity event program.

JUNE 2015-JULY 2017

Equal Opportunity Specialist / EEOC, Seattle, WA

- Reviewed and analyzed highly sensitive and complex investigations that were investigated by the Fair Employment Practice Agencies.
- Analyzed, evaluated, and interpreted issues and basis surrounding charge/complaints to assess trends and patterns of discrimination.
- Prepared various management tracking and monitoring reports as required.

- Applied theories of discrimination under applicable laws, legal precedents, and regulations.
- Acted as the Intake Information Group Supervisor from February 2016-October 2016.

MAY 2014-JUNE 2015

Enforcement Supervisor / EEOC, Denver, CO

- Managed the workload of a staff of investigators and clerical staff
- Trained employees in investigative skills and techniques, including analysis, interviewing, fact-finding, on-site investigations, and negotiations.
- Supervised and evaluated the performance of a staff of investigators and clerical employees.
- Participated in Outreach Events.

APRIL 2009-MAY 2014

Investigator / EEOC, Various Offices

- Drafted Charges of Discrimination.
- Investigated Charges of Discrimination.
- Negotiated settlements.
- Drafted determinations, conciliations agreements and memorandums.

Education

JUNE 2012

Master's of Human Resource Management / Keller Graduate School of Management, Oakbrook Terrace, IL

4.0 GPA with Distinction

AUGUST 2010

Master's of Project Management/Keller Graduate School of Management, Oakbrook Terrace, IL

3.9 GPA with Distinction

OCTOBER 2007

Bachelor's of Business Administration/DeVry University, Decatur, GA

3.8 GPA Magna Cum Laude