

Dr. Bridget S. Lee, CPM, CPSD, ECMCA, SHRM-SCP, SPHR

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EDUCATION:

Doctor of Philosophy - Adult & Continuing Professional Education/Human Resource Development Certificate - Human Resource Development

Florida State University, Tallahassee, FL

Master of Public Administration

Florida State University, Tallahassee, FL

Bachelor of Science - Public Management Certificate – Labor Relations

Florida A&M University, Tallahassee, FL

WORK EXPERIENCE:

1/18 - Interim Equal Opportunity Director City of Gainesville – Office of Equal Opportunity

- Investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action, as prescribed by the City's human relations and equal opportunity ordinances.
 - Make reports, including an annual report, to the charter officers and the Commission, as appropriate, as to the activities of the year and the need, if any, to revise the City's human relations and equal opportunity ordinances, policies, and programs pertaining to, but not limited to, equal opportunity, affirmative action, local minority business and local small business enterprise procurement program, fair housing, unlawful harassment, and accessibility to the City's programs, services, and activities.
 - Propose policies for the implementation of comprehensive equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters.
 - Develop, prepare, and monitor the City's affirmative action plan.
 - Develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities.
 - Review all proposed changes to current or proposed new City employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters.
 - Monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters.
 - Develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for City services, programs, activities, employment, and purchasing.
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- Compile various equal opportunity reports and related reports required of the City by state and federal agencies or that are necessary for compliance purposes.
- Supervise and coordinate the activities of assigned staff. This includes determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; taking personnel actions; conducting performance reviews; conducting departmental training and orientation; and recommending a budget to the City Commission.

**2/17 - 1/18 Diversity & Inclusion Manager
City of Gainesville – Office of Equal Opportunity**

- Developed training, conducts workshops, and proposes policies, strategies and initiatives related to diversity, affirmative action/equal opportunity and related matters in employment, purchasing, services, programs, and activities
- Developed metrics for measuring and monitoring the effectiveness of diversity, affirmative action/equal opportunity initiatives along with indicators of success and challenge; analyzes program and project outcomes including analyzing statistics and preparing reports to evaluate performance
- Developed the city's diversity EO/AA strategic plan
- Assisted in the preparation and monitoring of the city's diversity and affirmative action plan
- Served as Deputy Project Lead implementing a diversity compliance tool and overseeing integration into current operations
- Served as an ADA generalist and supervised ADA inter-departmental coordination regarding the buildings, services, programs and activities pursuant to federal regulations and city policy; provides advice, expertise and technical support to city staff
- Served as Project Manager for the ADA Phase II Self-Evaluation
- Developed and supervised strategic partnership agreements and memorandums of understanding (MOUs) created with business organizations, local groups and community based organizations
- Ensured diversity in contracting by reviewing Requests for Proposals (RFP's), Requests for Quotes (RFQ's), Invitations to Bid (ITB's) and all formal solicitations, prior to public release, identifying small, veteran, women and minority businesses that provide the commodities or services to supplement the purchasing bid list; recommends affirmative procurement initiatives including sheltered market initiatives for small and service-disabled veteran businesses when adequate availability exists
- Oversaw the office's community outreach program
- Oversaw technical assistance, communication and education tools for business owners
- Developed technical assistance manuals and other communication and education tools
- Researched and identified current and emerging issues, trends and opportunities to promote diversity and inclusion
- Developed instruments to monitor adherence to diversity and affirmative action/equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing
- Compiled various equal opportunity reports and related reports required of the city by state and federal agencies or that are necessary for compliance purposes
- Worked with various departments and staff to create, update, and assure that organizational communications, processes and policies fully reflect the City's guiding diversity inclusion principles

- Served as staff support to Citizen and Employee Diversity & Inclusion Advisory Committees
- Managed the Local Workforce Initiative for the city; Conducts comprehensive compliance reviews of the Local Workforce Initiative
- Acted in the absence of the Equal Opportunity Director

**8/10 – 2/17 Diversity & Inclusion Coordinator
Orlando Utilities Commission (OUC)**

- Managed and lead a wide range of activities related to diversity with an emphasis on developing and implementing effective strategies to attract and retain a diverse supplier and workforce base
- Administered and lead coordinated compliance programs across all levels of management and multiple partner resource areas; provided consultation when requested
- Served as Project Lead for diversity and inclusion team - established goals and objectives, policies and procedures, assignments and timelines to promote diversity and affirmative action/equal opportunity across the organization
- Managed & supervised Summer Youth Employment Program/Students - established work plans, procedures and schedules; reviewed and evaluated work from June to August annually
- Served as Project Lead for Internal Career Expo – established & managed work plans, assignments, timelines, and subcommittees
- Developed and implemented diversity strategic plan
- Developed diversity policies to align organizational spending with strategic diversity initiatives
- Developed and maintained internal procedures designed for fostering understanding, acceptance and support of diversity outreach efforts
- Worked with internal departments on the development, implementation and maintenance of applicant selection, hiring, promotion, termination, organizational hierarchy, EEO/AA, performance management and other related systems, programs and plans
- Reviewed bid notices, timelines and other promotional efforts designed to increase the awareness of projects to generate Diversity Supplier interest and utilization
- Prepared and presented diversity & inclusion related reports
- Conducted research or investigations to identify trends and analyze problems and issues regarding diversity and inclusion (*i.e. Disparate Impact Analysis*)
- Developed and monitored 2nd tier spend program initiatives
- Assisted with Office of Contract Compliance Programs audits
- Planned, coordinated, and conducted analytical work related to OUC Diversity Programs
- Identified company-wide contracting/purchasing opportunities and goals to ensure that diverse businesses have the opportunity to bid competitively
- Sought diverse businesses for sourcing from traditional and non-traditional areas to bid on opportunities in all departments
- Built and maintained relationships with appropriate external agencies, community based organizations, educational institutions, and vendors
- Provided informational forums/seminars to the community, organizations and minority business owners regarding diversity and inclusion initiatives and opportunities

- Monitored diversity spend to ensure compliance with the policy by internal units and suppliers
- Assisted with public records requests

**2/97 – 7/10 Senior Management Analyst/Operations & Management Consultant
Florida Office of Diversity**

- Provided contract consultant services to promote the efficient and effective utilization of minority business enterprises (MBEs) to senior management and governmental agencies
- Managed assigned agency/university teams - served as Project Lead for state agencies/universities teams to establish Minority Business Enterprise (MBE) utilization benchmarks/goals and best practices
- Managed community outreach resource partners, agency representatives, and vendors; determined speakers; and established schedules – served as Project Lead for Statewide Business Matchmaker Conference & Expo education and Regional Business Matchmakers
- Managed organization subcommittees – served as Project Lead for Big Bend Minority Enterprise Development Week (MEDWeek) and Small Business Week
- Coordinated and/or conducted special compliance studies, or investigations to identify, analyze and resolve problems and issues stemming from MBEs and procurement officials' practices
- Conducted agency and vendor on-site certification and compliance review audits
- Analyzed agencies' MBE plans and reports
- Established and maintained a reporting system to include statistics on MBE participation and utilization
- Monitored MBE operation activities to assure compliance with statewide operation goals
- Monitored state agencies' compliance with industry goals
- Evaluated and made recommendations on proposed bids from state agencies for MBE utilization
- Performed on-site analysis of operational problems and made recommendations
- Built and maintained relationships with appropriate governmental agencies, community based organizations, educational institutions
- Developed outreach training programs for MBEs and coordinated MBE outreach activities
- Provided training and assistance to state agencies and minority business enterprises
- Provided management consultant services and assistance on personnel and human resource development issues
- Reviewed and certified applications for statewide MBE certification
- Created publications and reports
- Served as training liaison
- Served as personnel liaison

**8/95 - 2/97 Personnel Technician III
Florida Department of Corrections**

- Assisted section supervisor in providing guidance on a daily basis to statewide personnel offices
- Prepared and process payroll actions
- Coordinated and process group insurance enrollments, changes, and premium transmittals

- Coordinated and process retirement actions
- Coordinated and process workers' compensation claims
- Provided training and assistance to staff and employees
- Maintained and audit leave and attendance records
- Maintained employee personnel records
- Conducted new employee orientation
- Fingerprinted new employees and took I.D. pictures

**10/94 -7/95 Personnel Technician II
Agency for Health Care Administration**

- Processed payroll/personnel actions
- Coordinated and process benefits enrollment
- Provided benefits training to employees
- Coordinated and process retirement actions
- Coordinated and process workers' compensation claims

**7/93 - 10/94 Personnel Technician I
Agency for Health Care Administration**

- Prepared EEO reports for agency
- Maintained and Updated organizational charts
- Assisted in facilitating State Awards Program
- Assisted in facilitating the performance appraisal system
- Maintained W-4 cards for agency employees

CERTIFICATIONS:

- Certified Professional in Supplier Diversity (CPSD)
- Certified Public Manager (CPM)
- Senior Certified Professional in Human Resources (SHRM-SCP)
- Senior Professional in Human Resources (SPHR)
- Executive Certified Master Compliance Administrator (ECMCA)
- ADA Coordinator Training Certification Program (ACTCP) certification (*pending: Expected 5/18*)

BOARD/ORGANIZATION AFFILIATIONS:

- ADA National Network
- American Association of Blacks in Energy
- Board Member, American Contract Compliance Association
- Board Member, Florida Diversity Business Council
- Florida Diversity Council
- Society for Human Resource Management
- Institute for Supply Management

References are available upon request