

## HR Specialist ~ Training and Communication ~ Subject Matter Expert ~ People Management Skills ~ Coordination and Administration

Results oriented, highly focused with **15+ years' rich experience** in building relationships with key decision makers, seizing control of critical problem areas in the HR segment and delivering on organizational commitments; major experience across all facets of Training and Communication, managing people, drafting the ALL Station Memorandum & Serving as a Panel on effective selective placement programs. A keen planner, strategist, and implementer with expertise in devising policies & plans for improving the Hr policies and procedures of the associated organization and achieving desired objectives and organizational growth. Proven People & Content Management skills, proficient in coordinating the disabled veterans report / plan submission to OPM. Successfully integrate solid management, personnel leadership, and expertise in pursuit of bottom-line goals in pursuit of HR needs and specifications. Meticulous approach with superb planning, team management & Presentation skills. Excellent man-management, time management, and leadership skills.

### PROFESSIONAL VALUE OFFERED

|                          |                              |                              |                                  |
|--------------------------|------------------------------|------------------------------|----------------------------------|
| Training and Development | Resolving HR Issues          | Coordination and Supervision | Subject Matter Expert            |
| Agency Expert            | National Selective Placement | Planning and Organizing      | Technical Assistance Review Team |
| Conference Management    | Annual Performance Report    | Drafting Memorandum          | Recruitment and Hiring           |
| Strategic Planning       | Budget Management            | HR Generalist                | Versatile Leadership             |

### PERFORMANCE MILESTONES

#### **Anamal Plant Health Inspection Service USDA Riverdale, Maryland US**

- Successfully managed the APHIS Reasonable Accommodations Program for over 10,000 employees.
- Converted all monthly transactions from their foreign currency to the HTG local currency, depending of the international bank rate.
- Pioneered and implemented a very convivial automated Microsoft Access database that controls the billing process and furnish critical information for all active projects.

### CAREER PROGRESSION

#### **HR Specialist Reasonable Accommodations, 201** Anamal Plant Health Inspection Service USDA, Riverdale, Maryland US, Since Jul 2010

- Competently worked with the Managers and Supervisors to resolve accommodation issues.
- Cautiously processed reasonable accommodation cases and provided training to managers and employees on the ADA and other disability laws.
- Assisted in the revision of the APHIS Reasonable Accommodation Procedures and RA Brochures.
- Coordinated well a Veteran Benefits Overview Presentation by Department of Veteran affairs staff scheduled in Nov 2010. This presentation shall provide information to Aphis's employees who are veterans.
- Prudently represented USDA on the perspectives on employment of people with disabilities.
- Judiciously coordinated the USDA Annual Disability Program which shall manage the Training schedule to be held at the Dec 2010.
- Associated as a Team Member in the Training Pilot Program for HR specialist in response to President Obama's Jul 27<sup>th</sup>, 2010 executive order designed to increase the number of people with severe disabilities impelled by the federal government.

#### **National EEO Manager- People with Disabilities, 0260**, US Department of Veteran Affairs Diversity Inclusion, Washington, DC, Dec 2005 to Jul 2010

- Instrumental in managing the people with disabilities in the Disabilities Program at the National Level for the Department of Veteran Affairs (VA).
- Reasonably lead the efforts to secure funding for the centralized accommodation fund and the RA tracking system (Since Apr 2009).
- Acted as the VA Subject Matter Expert on a VA Reasonable Accommodation Procedures as also a resource for managers, employees and applicants to assist in resolving complex cases (Since Dec 2009).

- Developed and presented a training video which covered the impact of the ADA on VA's reasonable accommodation process, which was broadcasted as part of the Office diversity and Inclusion monthly news program (Mar 2008).
- Proficiently drafted an ALL Station Memorandum on Frequently Asked Questions relative to the ADA on VA's reasonable accommodation process (Feb 2009).
- Competently served as the Panel for effective selection placement program sponsored by the Chief Human Capital Officer's Council with representative from EEOC, OPM and The US Department of Treasury (Dec 2008).
- Served on the curriculum development subcommittee which developed the training for fresh supervisors in VA Central Office, including modules on diversity and reasonable accommodation (Mar 2007).
- Served as an Agency's expert on section 501-504 of the Rehabilitation Act of 1973 and the conforming amendments of ADA of 2008 (including delivering training to various VA components).
- Coordinated well the VA's disabled veterans report / plan submission to OPM.
- Coordinated the people with disabilities program plan for VA as submitted through the agency's annual management directive 715 report to the EEOC.
- Acted and managed the responsibilities of the VA's National Selective Placement Coordinator.
- Synchronized the content used in Apr 2007 Human Resources Information Letter concerning the updated regulation on Schedule A employment of persons with disabilities.
- Served as VA's liaison to the Computer and Electronic Accommodations Program (CAP).
- Worked directly with DOD representatives in coordinating all CAP requests for VA employees.
- Coordinated VA's participation in the Workforce Recruitment Program (WRP) which included summer internship as well as permanent positions, which had its best year in 2008 placing 38 interns in total.
- Served as a VA's representative on the WRP Steering Committee.
- Served as a member of the Perspectives on Employment of people with Disabilities planning committee with accountabilities including planning workshops and overall conference management- inclusive of presenting mutable workshops and coordinating a VA wide pre conference event in Dec 2008.
- Team member of EEO Technical Assistance Review Team from Sep 2006 to Jan 2009.

**National EEO Manager Black Special Emphasis Program**, US Department of Veterans Affairs, Washington, DC, Jan 2010 to Jul 2010

- Managed the National Black Special Emphasis Program.
- Coordinated and compiled the Annual Performance Report and planned to draft the white house initiative on historically black colleges and universities.

**National EEO Manager- Asian Americans and Pacific Islanders,0260**, US Department of Veterans Affairs- Office of Diversity and Inclusion, Washington, DC, Mar 2006 to Jul 2010

- Completely managed the overall Asian American and Pacific Islander Program.
- Served as an active member of VA's MD 715 working group.
- Presented the MD 715 Overview workshop with the DAS for diversity and inclusion.

**Since Mar 2009-**

- Founded the VA chapter of the Federal Asian Pacific Islander Counsel (FAPAC) in Mar 2009.
- Coordinated VA's Annual Performance Plan as required by the Executive order 13399 to the White House initiative on Asian Americans and Pacific islanders.
- Team Member of 7 EEO Technical Assistance Reviews evaluating the EEO programs relative to MD 715 reporting requirements and those mandated by the civil rights act, 1964.
- Part of the Conference Planning Committee for the 2008 Federal Asian Pacific American Council (FAPAC) National Training Conference including coordinating the May 2008 and May 2009 pre-conferences (Mar 2008 to present).
- Acting Director of Communications and Training and served as the VA's representative on the White House initiatives Coordinating committee (Apr 2006 to present).
- Facilitated a memorandum of understanding between VA and the FAPAC (May 2006).
- Coordinated VA's participation in FAPAC's Annual Conference inclusive of exhibition of remarks given by VA's Assistant Secretary for Human Resources and Administration.
- Drafted All station Memorandum on Asian Pacific Heritage Month.

**National EEO Manager Reasonable Accommodation,0260** US Department of Veterans Affairs, Washington, DC, Mar 2010 to Jul 2010

- Successfully managed department level reasonable accommodations program.
- Lead the working group which updated and substantially revised department level directive and handbook.
- Lead Subject Matter Expert for the Department level online training course on reasonable accommodation for managers and supervisors.
- Acted as the COTR for a contract for the development of a department wide reasonable accommodation tracking system.

- Developed and secured \$150,000 in funding for a centralized accommodation fund.
- Acted as VA's National Selective Placement Coordinator.

- Coordinated VA's participation in OPM's disability hiring event.
- Coordinated VA participation in the workforce recruitment program (WRP) including helping to coordinate the government wide intern summer reception for WRP interns.
- Served as the VA liaison to DOD's Commuter and Electronic Accommodations Program (CAP).
- Provided training to over 1000 employees and managers in 2009.

**Program Analyst,343**, US Department of Veterans Affairs- Office of Policy and Planning, Strategic Planning Service, Washington, DC, Mar 2001 to Dec 2005

- Assisted in the development of VHA's environmental scan on the future of patient centered care and the complete health care environment, examining trends which will affect VHA over the next five years.
- Coordinated 28 Veteran Focus Groups across the country, including managing a budget of \$ 100,000 serving as COTR and generating the final report.
- Acted as the Robert W. Carey examiner for three years evaluating three separate VA medical centers.
- Coordinated the development of the new emergency preparedness section of the strategic plan including the development of a new strategic goal and associated the outcome measures.
- Synchronized the development of appendices to the VA Strategic plan, including graphs and tables highlighting VA's budget and business lines.
- Coordinated the distinction of the VA Strategic Plan for employees.
- Assisted in the production of a video highlighting the VA strategic plan for employees, which was broadcasted on the VA knowledge network.

**Program Analyst,343**, US Department of Veterans Affairs- Office of Policy and Planning, Policy Service, Washington, DC, Nov 1992 to Mar 2001

- As the EEO Program Manager accountable for providing the administrative and staff support to EEO investigations within the Office of Policy and Planning in an office of 75 employees.
- Lead the work group that created VA adaptive equipment account which paid reasonable accommodation cost associated with the newly hired disabled employees.
- Received the ADR training.
- Helped in the preparation of over 100 resolutions made by veteran service organizations.
- Aided in the development of VA's on DoD task force to create the DoD Community Service Registry.
- Worked closely with the group that prepared VA's response to the congressional commission on service members and veterans transition assistance.
- Developed VA's MOU on VA participation in EPA's Brown Fields Initiative to employ disabled veteran participants at Brownfield sites across the U.S.
- Provided staff support to the Assistant Secretary for planning and analysis as the VA representative to the OMB government wide task force on disability policy.
- Drafted white papers on topics including VA's opportunity for collaborative AIDS research with the department of Defense and the history of the GI Bill.
- During 1993 to 1997, associated with the VA Central Office Observance of National Disability Employment Awareness.
- Designed and implemented 360 degree and Peer evaluation system within the office of Program Analysis.

**Volunteer Radio Broadcaster & Talk Show Host / Producer** , WMUC- FM Radio, College Park, Maryland US, Oct 1995 to Dec 1998

- Produced and hosted weekly one-hour talk show entitled 'Talking Disability'.
- The format of the show consisted of weekly interviews with individuals and panels as well as call in element.

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## EDUCATION

- Master's Degree in Human Resources from The American University, Washington DC with 3.0 out of 4.0 GPA, 1992
- Bachelor's degree in Government and Politics from The George Mason University, Virginia with 3.2 out of 4.0 GPA, 1990

## TRAININGS

- Overview of the ADAA Amendments Act of 2008, Dec 2008.
- Effective Audit Leadership, Sep 2008.

- Basic Performance Auditing, May 2008.
  - Mediating Employee Disputes Course, Feb 2008.
  - Introduction to EEO Program Management May 1996.
  - Introduction to Disability Program Management, Nov 2005.
  - Principles of Reasonable Accommodations, Dec 2005.
  - Accommodating Individuals with Psychiatric Disabilities, Dec 2006.
  - Basic Worker's Compensation, Dec 2006.
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Languages Known: English

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**References and Verifying Documentation Furnished upon Request**