**Jeanne Windham, SPHR**

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**COMPETENCIES**

• Extensive knowledge of human resource policies and practices, organizational effectiveness, and employee relations (including retention strategies, training and development, and conflict resolution).

• Strong leadership, facilitation, and project management skills.

• Excellent planning and communication skills.

• Strategic thinker and results driven with the ability to work effectively under pressure.

• Ability to work cross-functionally with all levels of employees, management, and outside agencies and stakeholders

• Competent with all office equipment and Microsoft Office Suite 2003-2010

**EDUCATION AND CERTIFICATIONS**

• **M.A., Psychology**, CSPP, Fresno, California

• **B.A., Psychology, Pre-Professional Emphasis**, University of Montana, Missoula, MT

• **Western Legislative Academy**, Council of State Governments West, Colorado Springs, CO

• **HR Certification Institute, SPHR**, (#220070301734) certified through 12/31/15

• **Certificate, Conflict Resolution in the Workplace Program**, Portland State University, 2011

**CONTINUING EDUCATION**

• **HR Foundation Seminar**, Portland, OR, April 20-22, 2010

• **SHRM 2011 Annual Conference**, Las Vegas, NV, June 26-29-2011

• **Strategic Use of Talent Assessments: Leveraging Data from Pre-Hire to Retire**, SHRM, 2012

• **Avoiding the Boomer Drain**, SHRM, 2012

• **Building a Solid Business Case for HR Technology Change**, SHRM, 2012

• **Measuring and Mitigating the Cost of Employee Turnover**, SHRM, 2012

• **Energize and Engage: How Inclusion Supercharges Employee Satisfaction and Performance**, SHRM, 2012

• **Southwest Washington SHRM Annual Conference**, Vancouver, WA, 2012

• **2013 Legislative Updates for OR and WA Employers**, SHRM, March 12, 2013

• **Performance-Enhancing Practices for Employers**, Portland, OR, April 24, 2013

**RELEVANT EXPERIENCE AND ACCOMPLISHMENTS**

**HR Consultant and Mediator**, *LS Consulting and Mediation Services,* Polson, MT and Portland, OR 1999 – 2013

Evaluate HR goals and mission; consult with all stakeholders, and evaluate commitment to change and implementation of findings and plan; Coach business owners/executives and develop trainings appropriate to the needs of the organization; Provide guidance to management and employees to ensure legal compliance and appropriate implementation of policies, practices, procedures, and programs relating to all phases of Human Resources activities, including employee relations, performance management, training and development, rewards and recognition, organizational effectiveness and employee communication.

**President/Interim Executive Director**, *Domestic Violence Education & Services*, Polson, MT 2002 - 2009

DOVES serves victims of violent crimes in Lake County and the Flathead Indian Reservation. Provided leadership and representation of Board to public; Worked directly with Executive Director and Crime Victim Advocates; Responsible for talent management and employee relations from pre-hire to termination, including employee advocacy; Accomplishments included recruiting board members with relevant expertise and cultural diversity; developing and implementing employee policy and procedures manual, annual employee performance evaluations and employee trainings and implementing healthcare benefits; Served as interim Executive Director.

**Project Director/Coordinator**, *Confederated Salish & Kootenai Tribes*, Pablo, MT 2008

Retained for CSKT project implemented under the Department of Justice, Office of Justice Programs' Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program, and received by the Confederated Salish and Kootenai Tribes of the Flathead Nation. Key accomplishments included collaborating with stakeholders to design, organize, initiate, implement and evaluate "Cultural Connection and the Law 2008," a seminar held on the Flathead Indian Reservation. Duties included coordinating schedules and activities, preparing program agenda and procuring speaking panels, acquiring appropriate CLE credits for registrants, design and implement website and internet registration, maintaining accurate, organized, and complete project files, including all documents required to sustain internal, local and federal regulatory compliance, preparing materials for the purpose of internal and external audits, and assisting Appellate Court Administrator with research and compilation of data necessary to complete progress and grant reports.

**State Representative – HD 12**, *State of Montana*, Helena, MT 2004 - 2006

Member: Judiciary, Education and Agriculture Committees, Education Sub-Committee on Anti-Bullying Policies, Law and Justice Interim Committee and Sub-Committee on Pro Se Litigants. Sponsored/co-sponsored bills addressing social justice issues. Responsibilities included knowledge in a number of complex subject areas and familiarity with vast array of issues raised by pending legislation; Examine and analyze the State's budget; Constituent work; Analyzing and making recommendations on bills, making periodic evaluations of agency performance and structure, and reviewing major agency rules. Effectively resolved constituent issues with State agencies; provide recommendations for community development grants and applications to state boards and military academies.

**Lead Facilitator/Mental Health Partner**, FAST, Ronan & Polson, MT 2002 - 2004

Families & Schools Together (FAST) is a multi-family group intervention program, designed to build protective factors for children and empower parents to be the primary prevention agents for their own children. Responsibilities included team processing, organizing the program, providing education material for parents, facilitating parent group as well as "buddy time." Responsible for planning and organizing weekly sessions, organizing & preparing graduation program, providing individual assistance to parents, leading team processing (addressing challenges facing team members as well as weekly accomplishments & progress of families), and preparing/submitting forms and reports as required by grant.

**Paralegal,** Polson, MT 1992- 2008

Contract work for attorneys in Federal, State (CA and MT) and Tribal Courts. Responsibilities included complex case management, legal research, interviewing witnesses and clients, discovery requests and responses, and preparing and managing documents needed to support litigation and appellate activities of attorneys in administrative proceedings and state and federal courts through the United States Supreme Court.

**Legal Assistant to Senior Partner**, Horvitz & Levy, Encino, CA 1987 - 1992

Assist senior partner in all aspects of appellate practice, including preparation and filing of appellate briefs and motions, as well as other clerical, calendar and administrative projects. Assist and train other support staff.

**COMMUNITY/VOLUNTEER/PROFESSIONAL ORGANIZATIONS**

• **Blanchet House, Portland, OR**, Volunteer

• **American Cancer Society, Portland, OR**, Volunteer

• **Society for Human Resource Management**, Professional Member

• **Portland Human Resource Management Association**, Member

• **University of Montana Alumni Association,** Life Member

**PROFESSIONAL REFERENCES**

**Sam Williams, Director of Academic Technology, University of Portland, 503.943.7850,** [**williasa@up.edu**](mailto:williasa@up.edu)

**Emily Colomeda, Director of Nursing, Lake County Health Dept, 406.883.7288,** [**emily@skcwireless.com**](mailto:emily@skcwireless.com)

**James Steele, Jr., CSKT Tribal Chair, 406.529.6443,** [**jamessteelejr@hotmail.com**](mailto:jamessteelejr@hotmail.com)