

Mariana Gaxiola

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713-516- 4465

Education

Rutgers University School of Law, J.D., with Honors, May 2009

Law Review: *Rutgers Journal of Law and Religion*, Editor-in-Chief (May 2008-May 2009), New Developments Staff Writer & Assistant Marketing Editor (Fall 2007-Spring 2008)

Texas Tech University, TX

B.A., Corporate Communications and Political Science, *magna cum laude*, May 2005

Experience

Bayview Asset Management

Executive & Counsel

January 25, 2016-Present in **Coral Gables, Florida**

Dual role as **Co-Executive in Human Resources** co-managing a direct team of 28 employees overseeing around 3900 employees in 14 national and international offices; and as **Counsel** advising C-Level executives on all employment law matters, including but not limited to company strategy, legal issues relating to mergers and acquisitions, contracts provisions, hiring, firing, discipline, reductions-in-force, compensation practices and policies, discrimination, harassment, retaliation, whistleblowing, overtime, leaves of absence, disability, requests for accommodation, and diversity initiatives.

▪ **Co-Executive in Human Resources Duties**

- Work alongside, and in conjunction with, the Head of Human Resources, to ensure the smooth and profitable operation of a company's human resources department.
- Assist recruiting in developing and executing best in class executive talent acquisition processes and procedures which include but are not limited to talent acquisition planning, employment branding, diversity & inclusion, candidate relationship management, metrics and analytics and strategic sourcing.
- Proficient in developing, retaining, and managing performance of top talent.
- Supervise and provide consultation to management on strategic staffing plans, compensation, benefits, training and development, and budget.
- Take a leadership role in developing a culture that enables employees to perform in accordance with the firm's objectives.
- Effectively plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals.
- Supervise staff and report to leaders on issues regarding implementation of policies and procedures, safety of the workforce, and labor, legislative and other human resources issues.
- Direct the development and implementation of organizational development programs, employee orientation and training programs, benefits plans, policies and guidelines, database management procedures, equal opportunity employment programs, and employee records and documentation policies.
- Prepare and distribute various reports on HR metrics to ensure needs are met.
- Participate as mentor for employees in the firm's Accelerated Development Program.

▪ **Counsel Duties**

- Assist Company with ongoing compliance with applicable federal, state, and local employment laws and recommending changes to employment practices as appropriate. Familiarity and experience with federal and state labor and employment laws, including the NLRA, Title VII of the Civil Rights Act, ADA, ADEA, FLSA, FMLA and comparable state statutes. Experience with federal and state regulatory agencies, including DOL, EEOC, OSHA, CFPB, SEC, and NLRB.
- Proactively identify and communicate employment and workplace trends (internally and externally).
- Respond to charges of discrimination and/or regulatory investigations relating to employment matters and manages all litigation with outside counsel.
- Oversee, conduct, and provide counsel on internal investigations of employment law and compliance claims.
- Manage the negotiation of disputes, mediation and litigation of employment and compliance related claims.
- Create and conduct management and employee training programs.
- Review, draft, and negotiate complex contracts related to labor and employment.
- Work collaboratively with leaders to ensure underlying business needs and objectives are effectively met, while managing risk and ensuring legal and regulatory compliance.
- Possess strong interpersonal, influencing and negotiation skills and ability to distil complex legal concepts into pragmatic and user- friendly advice.

Greenberg Traurig, LLP

Litigation & Labor & Employment Associate

November 2011 – January 2016 in **Miami, Florida & Philadelphia, PA**

- Represent clients in all aspects of employment litigation, including wage and hour class and collective actions, Title VII, ADA, ADEA, FLSA, noncompetition, and trade secret protection cases, as well as EEOC and FCHR charges. As lead associate for these matters,
conduct research, prepare memoranda and pleadings, draft and argue motions, coordinate discovery requests and responses, prepare witnesses for depositions and trial, conduct depositions in English and Spanish, prepare cases for trial and provide second chair trial support for lead attorney, draft settlement stipulations, and negotiate with opposing counsel.
- Train English and Spanish-speaking management and rank and file employees on how to avoid labor and employment law and compliance violations, and litigation.
- Counsel senior management and human resources personnel on wide-ranging employment law and compliance matters.
- Review documents, draft position statements, prepare clients through counseling and simulations, and advocate on behalf of clients during proceedings for domestic and international arbitrations, mediations, and conciliations involving English and Spanish-speaking parties.
- Prepare clients for and attend proffers with U.S. Attorney's office, negotiate with U.S. Attorney's office, prepare for trial and guide clients through plea process for white collar clients in complex civil litigation and criminal defense matters. Identify key documents and witnesses, conduct witness interviews in both English and Spanish, inspect and investigate client facilities, advise clients on statutory and regulatory compliance, communicate with government agencies, and prepare reports and recommendations for internal corporate investigations.

Ballard Spahr, LLP,Commercial Litigation Associate/Part of Deferral Program
Summer Associate (offer extended)**Philadelphia, PA**September 2009-February 2011
May-June 2008**Dechert, LLP**

Summer Associate (offer extended)

Philadelphia, PA

July-August 2008 and May - August 2007

Languages

Spanish (fluent oral and written)

Bar Admissions & Community Service

- Make-A-Wish Woman's Initiative Committee of South Florida
- United Way Young Leaders Group of South Florida
- Institute of Contemporary Art Miami NEXT Leadership Committee
- Admitted to the Florida, Pennsylvania, and New Jersey bars