

## PROFILE

Strategic Diversity Manager with 7+ years of advancement and experience at large corporations. Equally effective in a leadership or hands-on role. Adapt readily to new work challenges and industry conditions.

## PROFESSIONAL EXPERIENCE

### NKN Corporation

San Francisco, CA | September 2015 to Present

#### Diversity Manager (November 2017 to Present)

- Coordinate diversity and inclusion initiatives for a large, complex organization with presence in 7 countries
- Drive cultural awareness campaigns to promote understanding and cooperation among a geographically dispersed workforce
- Introduced a more flexible enterprise-wide policy governing staff holidays and WFH preferences. Measure boosted staff morale, enhanced manager-employee relations, and helped company place in the city's "Best 50 Places to Work" in 2019
- Grew department by recruiting and onboarding five new team members
- Member of leadership team that repositioned HR as a strategic partner to the wider enterprise

#### Human Resources Associate (September 2015 to November 2017)

- Gained strong foundation in recruiting and employee relations principles

## EDUCATION & CREDENTIAL

### Bachelor's Degree - Business Administration

Stanford University, Stanford, CA

### Professional in Human Resources (PHR), HRCI

## AFFILIATION

- Member, Society for Human Resource Management (SHRM)

## KEY SKILLS

- Business Change Leadership
- Cultural Awareness Campaigns
- Diversity, Equity & Inclusion (DEI)
- Employee Engagement
- Equal Employment Opportunity (EEO)
- Executive Consulting
- Human Resource Management Systems (HRMS)
- \* Human Resources (HR) Administration
- Policy Development & Interpretation
- Project & Program Management
- Regulatory Compliance
- \* Staff Recruiting
- Stakeholder Relations Management
- Talent Retention
- \* Targeted Resource Allocation
- Team Leadership & Motivation
- Work Culture Improvement
- Workforce Planning & Scheduling