

Malissa Adams

Human Resources / Diversity, Equity & Inclusion / Operations
Professional

CONTACT

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EDUCATION

2017-2020

**Masters,
Non-Profit & Public Administration**

Metropolitan State University

2014- 2016

**Bachelors ,
Business Management**

Rasmussen College

2012- 2014

**Associates ,
Business Administration**

St. Paul Community College

ABOUT ME

Forward-thinking, multidisciplinary HR and Diversity, Equity & Inclusion (DEI) leader with 15+ years' experience spearheading operational and cultural transformations. Excels in building and engaging high-performing leadership teams.

Leverages solid expertise in all facets of operations with demonstrated success developing and executing strategies to drive alignment, standardization, and process improvements.

CAREER PROGRESSION

June 2022 - Present

Genysis Works

Director of People & Operations / Diversity, Equity & Inclusion

Genysis Works, is actively expanding career pathways and opportunities for youth from underserved communities while filling critical talent gaps.

- Served as a strategic business advisor to senior management regarding key organizational, cultural, and management issues.
- Developed and executed comprehensive recruiting plans to meet the needs of both near and long-term workforce planning goals.
- Introduced, automated, and streamlined HR processes across the employee life-cycle.
- Developed People, Operations and Diversity, Equity & Inclusion OKRs in order to measures and monitor the impact of our efforts.
- Design, recommend and execute DEI strategy solutions.
- Assist in the development, implementation of DEI learning and development strategies, programs, and initiatives.
- Empower leaders on their DEI journey, through coaching and mentorship of hiring managers and senior leadership.

September 2020 - May 2022

The Diversity Institute

Chief Operations Officer/ Diversity, Equity & Inclusion Consultant

The Diversity Institute provides high-quality learning experiences to support DEI practitioners in building a sustainable career path.

- Collaborate with CEO in setting and driving organizational vision, operations strategy, and hiring needs.
- Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning.
- Oversee company operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and that organizational goals are met.
- Ensure effective recruiting, onboarding, professional development, performance management, and retention.
- Ensure compliance with national and local business regulations, and take appropriate action when necessary.

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People Officer/ Diversity, Equity & Inclusion Professional

CAREER PROGRESSION (CONTINUED)

April 2017 - April 2019

Catholic Charities

Program Manager

Catholic Charities of St. Paul and Minneapolis is a leader at solving poverty, creating opportunity, and advocating for justice in the community serving those in greatest need.

- Monitoring spending, program data, staff outputs, and client outcomes.
- Continuous improvement of services, programs, and the department by identifying areas of growth, barriers or new opportunities.
- Leverage opportunities to increase efficiency costs while providing staff transparency and engagement.
- Collect and report program data, including but not limited to, HMIS reporting and funders' required data.

April 2016 - March 2017

Simpson Housing Services

Rapid Housing Advocate

Simpson Housing Services seeks to house, support, and advocate for people experiencing homelessness.

- Assess housing barriers of individuals experiencing homelessness to determine housing and service needs.
- Develop housing procurement, financial, and self-sufficiency case management plan with clients including intake interview to determine client's needs, goals, and eligibility.
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing.
- Assist participants in locating and securing housing of their choice.
- Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
- Assist participants in the development of a strength-based solution.

December 2015- March 2016

Shelter Advocate

- Responded to and submitted incident reports for all instances of chemical abuse, theft, threats and violations of program rules.
- Used conflict resolution and de-escalation skills to defuse crisis situations.
- Facilitated social skills and empowerment principles with participants in a group or on an individual basis to promote client growth.
- Provided appropriate intervention relating to disputes among participants.
- Served as a Mandated Reporter.