MICHELLE DENISE LINDSEY, J.D.

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SUMMARY

* Experienced human resources professional specializing in employee; labor relations; and EEO matters.
* Experienced staff trainer.
* Experienced as legal advocate in arbitrations; mediation; conflict resolution; and advising management.
* Experience conducting misconduct and discrimination investigations and preparing disciplinary notices and other professional reports and analytical writings.

SKILLS

* Education and experience in personnel administration.
* Demonstrated knowledge and experience in employee and labor laws, collective bargaining, contract administration, and grievance/arbitration process, including the presentation of cases at arbitration.
* Ability to effectively interact with administrators, managers, employees, and employee organization representatives.
* Organizational skills sufficient to independently set priorities and coordinate and complete a number of competing assignments within established deadlines.
* Demonstrated ability to work with minimal supervision and handle stressful situations.
* Excellent written, verbal, and interpersonal skills.
* Proficient understanding of computers and various software programs.

EDUCATION

JURIS DOCTOR University of Toledo, College of Law Toledo, Ohio 43606

MASTERS PUBLIC ADMINISTRATION Ohio University Athens, Ohio 45701

(5 credit hours to completion)

BACHELOR OF ARTS POLITICAL SCIENCE Ohio University Athens, Ohio 45701

EXPERIENCE

Human Resources Analyst (6/2015 to 10/2015)

MuniTemps Staffing

14241 E. Firestone Blvd., Suite 400

La Mirada, California 90638

[Temporary Position]

* Temporary assignment to the HR Department of a local City Government to perform HR Generalist work that included assisting with preparation for annual Benefits Open Enrollment; preparing various documents, charts, and spread sheets pertaining to comparative analysis of job classifications and salaries with neighboring governmental entities; reviewing MOUS and preparing statistical data in preparation of upcoming labor negotiations; answering questions and providing assistance to walk-in employee and public customers; answering phones and responding to inquiries; scanning and filing documents; and performing other duties as assigned.

Legal Representative (9/09 to 4/2015)

Self- Employed

* Handled and executed various stages of civil employment litigation;
* Prepared, filed and responded to various legal documents;
* Conducted legal research and prepared legal briefs and motions;
* Collected, prepared and presented evidence to courts;
* Attended various court proceedings interacting with attorneys, judges; and other court personnel;
* Made presentations to the court including oral argument; and
* Examined witnesses at trial.

Staff Trainer and Customer Service Representative (4/2014 to 11/2014)

Ballot Processor (10/2012 to 11/2012)

Orange County Registrar of Voters

1300 S. Grand Avenue

Santa Ana, California 92705

[Temporary/Seasonal Positions]

Principal Human Resources Analyst (6/01 to 4/07)

County of Riverside

4080 Lemon Street

Riverside, California 92502-1569

* Provided professional and analytical support to Employee Relations Manager in areas of labor relations and contract administration in addition to other duties as assigned;
* Provided consultation to management on issues concerning unsatisfactory performance/conduct, corrective action, discipline, dismissal, layoff, and medical separation, provided advice as to appropriate courses of action, and assisted in implementation of such actions;
* Worked with management and employee representatives to resolve conflicts and grievances;
* Conducted investigations regarding alleged misconduct and EEO complaints and prepared professional reports with findings of fact; analysis and outcome recommendations;
* Handled formal grievances and complaints, including assisting departments in preparing responses, and representing departments in formal grievance proceedings;
* Acted as management advocate in formal disciplinary hearings/arbitrations;
* Assisted in preparation for negotiations;
* Interacted with labor organization representatives on a regular basis and maintained a cordial and professional working relationship;
* Responsible for interpreting and applying contract language and provisions; County Ordinances; Board Policies; and legal opinions;
* Reviewed and assigned to staff for investigation external discrimination and harassment complaints filed with the Department of Fair Employment and Housing (“DFEH”) and Equal Employment Opportunity Commission (“EEOC”); draft and assisted others in drafting of County responses to these external complaints; interacted with the DFEH and EEOC on behalf of the County;
* Responsible for intake and initial review of internal County Harassment complaints and decision as to whether to process under the County’s Harassment Policy or investigate under another policy or procedure. Assigned complaints to staff members for investigation and reviewed and edited final reports;
* Conducted Harassment Training for both management level and regular staff;
* Developed and conducted training programs regarding County employee relations policies and proper practices including the role of departmental Skelly Hearing Officers, Investigative and Analytical Report Writing, and Harassment;
* Mentored assigned County HR staff regarding employee relations matters and reviewed, corrected, and/or edited their work product.

Employee Relations Representative (6/00 to 6/01)

County of Riverside

* Conducted internal investigations regarding County employee allegations of harassment, workplace violence, and various misconduct issues and draft professional reports with findings of fact, analysis, and recommendations;
* Provided advice on disciplinary matters to human resources and operating departments staff;
* Represented the County and departments as advocate in disciplinary and Step 3 Grievance hearing/arbitrations;
* Conducted management and employee Harassment Training Classes;
* Promoted to Principal Human Resources Analyst.

E.E.O & Compliance Manager (2/97 to 5/99)

Bicycle Club Casino

7301 Eastern Avenue Bell Gardens, California 90201

* Primarily responsible for ensuring company’s compliance with a five year Conciliation Agreement with the EEOC which involved monitoring and actively participating in the company’s commitment to affirmative advertising, recruiting, hiring, training and retention of underrepresented groups in the workforce;
* Reviewed and mediated staff grievances; maintained open door policy to meet with management and regular staff to discuss, counsel, and resolve individual issues and concerns;
* Planned, prepared, organized and delivered training seminars on Title VII issues including cultural diversity and sexual harassment;
* Conducted bi-weekly New Employee Orientation Training;
* Prepared statistical data and reports.

Labor Relations Opinion Writer (11/89 to 4/96)

Ohio State Employment Relations Board

65 East State Street Columbus, Ohio 45701

* Performed legal research; interpreted and applied contract language, federal and state public sector collective bargaining laws, legislation and court decisions;
* Draft legal opinions and directives reflecting Board Members orders and policies on pertinent collective bargaining issues throughout the State of Ohio;
* Attended and assisted Board Members with emergency public employee Strike Hearings by compiling and analyzing data, making recommendations with respect to rulings, and drafting Board decision for review;
* Met on a regular basis with Board Members, General Counsel, and Executive Director to discuss, provide counsel, and to take direction on final determinations in case related material, strike notices, and other issues under consideration by the Agency;
* Arranged and presided over formal mediation sessions between management, labor, and individual bargaining unit members to facilitate an alternative resolution to unfair labor practice charges filed with the Agency;
* Voluntarily served as the Agency’s Affirmative Action Officer. Developed and administered Agency’s Affirmative Action Plan, objectives, and goals; conferred with Executive Director and monitored Agency’s compliance with federal and State EEO requirements; prepared and submitted statistical reports and recommendations.

Labor Relations Specialist (11/88 to 11/89)

Ohio State Employment Relations Board

65 E. State Street Columbus, Ohio 45701

* Investigated unfair labor practice charges filed by employees, employers, and labor organizations, analyzed and interpreted relevant contract language and applicable laws; prepared professional reports with findings of fact, analysis and recommendations as to whether there was probable cause of a statutory violation;
* Investigated petitions filed with the Agency pertaining to amending or altering existing bargaining units, decertification of collective bargaining representatives, and petitions for elections to form new bargaining units;
* Facilitated consent election agreements between parties and executed secret ballot representation elections throughout the State of Ohio;
* Promoted to Labor Relations Opinion Writer.

SPECIALIZED TRAINING AND EXPERIENCE

Labor Relations Academy Certificates awarded by the California Public Employers Labor Relations Association (CALPELRA):

The Negotiations Process

The Foundation of Labor Relations

Managing Collective Bargaining Agreements

MMBA under PERB Jurisdiction

General and Divorce Mediation Training (40 Hours)

Community Mediation Services of Central Ohio

80 Jefferson Avenue Columbus, Ohio

General Mediation Training (24 Hours)

Ohio Commission on Dispute Resolution & Conflict Management

Columbus, Ohio

Arbitration Training (8 Hours)

Volunteer Arbitrator

Better Business Bureau

Columbus, Ohio

Supervisor/Management Training (40 Hours)

State of Ohio State Training Education Program

Columbus, Ohio