

WILLIE B. SUBLET III

LEAN SIX SIGMA | PROJECT MANAGEMENT | FORCE MULTIPLIER

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SUMMARY

Dynamic and results oriented Lean Six Sigma Specialist and Project Manager with a robust commitment to driving operational excellence and fostering diversity, equity, and inclusion. Leverages a strategic mindset and analytical prowess to spearhead transformative initiatives, streamline processes, and enhance organizational performance. Recognized for exceptional leadership in high-stakes environments, aligning teams with strategic goals and a consistent record of surpassing project delivery benchmarks.

CORE COMPETENCIES

Project Management - Data Analysis - Operational Efficiency - Process Mapping - Lean Six Sigma (Green Belt) - Confidentiality - Microsoft Office Suite - Database Administration - Leadership Development - Staff Coaching & Mentoring - Cross-Functional Collaborator

EXPERIENCE

RSM US LLP

Dallas, TX

01/2023 - 08/2024

North Texas Inclusion Leader

- **Advanced DEI Strategy & Team Leadership:** Led and supervised a diverse team of 15 in the development and execution of comprehensive DEI strategies, resulting in a 25% increase in participation across Culture, Diversity, and Inclusion (CDI) initiatives. Partnered with key stakeholders to design and implement strategic plans aimed at developing and retaining underrepresented talent.
- **Program Implementation & ERG Governance:** As the representative responsible for the Texas-Oklahoma market, successfully coordinated monthly meetings and implemented new ERG governance structures, resulting in a 30% improvement in project completion rates and a 15% increase in cross-departmental collaborations. Reviewed, analyzed, and updated ERG programming, policies, and procedures to align with overall business strategies.
- **Early Identification Program Champion:** Played a crucial role in structuring, recruiting, and facilitating Early Identification programs to help better forecast and fill the hiring pipeline. Assisted in exposing students and communities to the diverse career paths within finance, helping to reduce the mystery and stigma around corporate environments, thereby increasing student interest in large enterprises.
- **Data-Driven Decision Making:** Utilized data to establish key progress indicators, tracked metrics, and developed reports that informed decision-making, contributing to a 20% enhancement in CDI program effectiveness. Monitored and supported retention and development programming, ensuring alignment with organizational goals.
- **Digital Transformation & Process Optimization:** Pioneered digital transformation strategies with a focus on inclusive processes, introducing SOPs and cloud-based solutions that reduced administrative tasks by 40% and improved information accessibility by 20%, leveraging Lean Six Sigma practices.
- **Collaboration & Leadership:** Cultivated and maintained robust relationships with employee resource groups, leadership, and external vendors, driving environmental, social, and governance strategies. Provided administrative support for internal DEI programs, ensuring seamless execution and alignment with organizational values.

Talent Specialist

- **Onboarding & Employee Integration:** Facilitated and supported the seamless onboarding of over 2,000 new hires, including experienced professionals and campus recruits, ensuring a smooth transition into the organization. Collaborated as the departmental liaison between HR, Payroll, and Learning & Professional Development (LPD) teams, enhancing communication and coordination across functions.
- **Stakeholder Collaboration & Process Improvement:** Partnered with C-suite stakeholders as a lead in restructuring the firm-wide orientation process, resulting in a 30% increase in new hire satisfaction and a 20% reduction in onboarding time. Utilized WorkDay and ServiceNow to manage employee information and process HR requests, maintaining high service delivery standards.
- **Cloud-Based Documentation & Digital Transformation:** Maintained and optimized the department's cloud-based document structure, improving accuracy by 70% and reducing retrieval time by 25% for critical HR information. Enhanced HR operations by regularly updating and improving knowledge documents, leading to a 40% reduction in inquiry resolution time.
- **Diversity & Inclusion Leadership:** Appointed to the National Steering Committee for the African American Employee Network Group (ENG). Leveraged this position to coach and mentor emerging leaders, advocate for inclusive practices, and drive initiatives that enhanced diversity and inclusion across the firm, resulting in a more inclusive workplace culture.

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EXPERIENCE

RSM US LLP

Dallas, TX

Chief of Staff / Central Region Project Coordinator - Operations

11/2018 - 01/2023

- **Strategic Leadership & Execution:** Provided oversight for the Central Region's strategic initiatives, ensuring timely task completion and alignment with the organization's overall goals. Acted as a key thought partner to senior leaders, identifying critical gaps and driving the implementation of operational workflows that increased efficiency by 20%.
- **Executive Office Operations:** Managed the operational workflow for the National Tax Strategic Management Leader's office, equipping them to lead effectively in internal meetings and events by coordinating long-range calendars and ensuring consistent presence. Occasionally acted in the absence of the leader to maintain forward momentum and continuity.
- **Project Management:** Managed and directed multiple high-impact projects, ensuring on-time completion by overseeing business deliverables and mitigating risks, resulting in an above average project completion rate always within the scheduled timelines.
- **Cross-Functional Collaboration:** Acted as a key liaison between the National Tax Strategic Management Leader, the Tax Leadership Team, and Regional Tax Leaders, facilitating clear communication that led to a 35% increase in cross-regional collaboration and alignment.
- **Operational Improvement:** Collaborated interdepartmentally and across service lines to drive continuous improvement of operational processes, implementing productivity tools and repeatable processes.
- **Thought Leadership:** Spearheaded the Tax Practice Advisory Council's think tank initiative, leading strategic discussions that generated actionable insights and contributed to a 15% improvement in tax practice innovation.
- **Diversity & Inclusion Leadership:** Served as the local Executive Sponsor for the African American Employee Network Group (ENG), championing diversity initiatives, supporting professional development programs, and facilitating events that increased member engagement by 25%, fostering a more inclusive workplace culture.

EY

Dallas, TX

Business Development Operations Champion

05/2013 - 11/2018

- **Cross-Departmental Coordination & Project Execution:** Collaborated with multiple department heads to synchronize efforts in project execution, resulting in a 20% reduction in delivery times across key initiatives. Ensured alignment across teams, driving efficient project completion and meeting organizational objectives.
- **Policy Development & Research Leadership:** Spearheaded the development and implementation of organizational policies and research practices, leveraging specialized knowledge to enhance team efficiency and alignment. Successfully met critical deadlines for complex projects, contributing to overall operational success.
- **Campaign Leadership & Community Engagement:** Served as the United Way CBS Campaign Coordinator, leading a team that achieved a 15% increase in participation, successfully reaching the \$1.1M fundraising goal. Demonstrated strong leadership in coordinating efforts and engaging the community to support a significant cause.
- **Data Analysis & Project Management:** Conducted in-depth research and analysis of moderate to complex data sets, effectively coordinating projects to ensure consistent on-time delivery. Utilized analytical skills to drive informed decision-making and maintain project momentum.
- **Professional Development Leadership:** Served as the Professional Development Chair for the Black Professional Network, where I developed and implemented initiatives to enhance the professional growth of network members. Additionally, served as VP of Education and VP of Membership for the firm-sponsored Toastmasters public speaking group, fostering a culture of continuous learning and development and driving increased member engagement.

EDUCATION & CERTIFICATIONS

Texas A&M University - Commerce

Masters, Management

Six Sigma (Green Belt)

Bachelor, Organizational Leadership

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KEY ACHIEVEMENTS



Target Lean Transformation Leader

Acknowledged for exceptional leadership in Lean initiatives, contributing to \$50K in cost savings for RSM US.



EY Culture COIN Award

Recognized for creating an inclusive atmosphere by redeveloping and reenergizing the BPN, including the organization of a high-level panel events focused on best practices and team success through inclusiveness.



Pioneering DFW-ABA's Organizational Revamp

Directed the overhaul of the DFW-ABA's structure and platform, propelling a 35% increase in funding and an enriched membership experience.

PROFESSIONAL AFFILIATIONS

Dallas/Fort Worth Alliance of Black Accountants

President / Board Chair

- **Leading strategic rebranding initiative**, significantly enhancing the organization's visibility and positioning it as a leading advocate for Black accountants and business professionals in the Dallas/Fort Worth area.
- **Implementing cloud-based solutions**, improving data management and operational efficiency by **40%**, while also forging key partnerships with **30 campuses across Texas and Oklahoma** to support the academic and professional growth of students and the corporate partner pipeline.
- **Integrating mental health awareness** into organizational culture, resulting in a **30% increase** in member engagement and reinforcing the wellbeing of members at all levels.
- **Spearheaded the launch of new professional development programs**, offering events, classes, and sessions that benefited professionals both technically and non-technically, leading to an increase in member participation and creating diverse opportunities for career advancement.
- **Establishing compliance practices** to ensure the organization has accurate and comprehensive information, facilitating informed decision-making for future planning and strategic actions.
- **Board Governance & Compliance:** Managed Board of Directors activities, ensuring adherence to governance protocols and compliance with audit requirements. Coordinated the preparation and distribution of board materials, tracked deliverables, and maintained records, contributing to a 100% compliance rate.

Leadership Fort Worth

Social Engagement Chair

- **Serve as the liaison** between the Leadership Fort Worth (LFW) staff and cohort, helping to maintain accuracy in member contact information.
- **Led the planning and execution** of social and community volunteer opportunities.
- **Coordinated with community leaders** and organizations to create impactful networking opportunities.

KidsWhoCare

Board Member / Development Committee

- **Lead fundraising initiatives**, successfully developing strategies that increased donor engagement with a goal to contribute a **15% growth in annual donations**.
- **Collaborate with the committee** to identify and cultivate potential funding sources, resulting in the establishment of key partnerships that expanded the organization's support network.

COMMUNITY PARTNERSHIPS

SteerFW ● National Black MBA Association ● Society for Human Resources Management