



OBJECTIVE

- Provide leadership advice (coaching)
- Promote tolerance/peace through reconciliation

SKILLS

Exceptional communication skills
 Outstanding Leadership Expertise
 Curriculum Development in Leadership Training
 Certified Mediator

VOLUNTEER EXPERIENCE / LEADERSHIP

- Served as church Youth Department Leader for over

VOLUNTEER EXPERIENCE OR LEADERSHIP

- 2014/15 Volunteer mediator at LA County Small Claims Court working with litigants in small claims. Helping parties to resolve their issues and reach settlements that were mutually beneficial

- WEEK-END RETREAT PLANNER AND CURRICULUM DEVELOPER
- MEMBER OF PEPPERDINE UNIVERSITY GSEP BOARD OF VISITORS

- 2008 and 2010 short-term (10 days each) humanitarian missions to Uganda and Zimbabwe
- 2016 speaker at the Work-Life Balance conference in Los Angeles on the topic of Women as Natural Peacekeepers
- 2019 Volunteer LA Works – resume/job skills trainer and Reading to Kids volunteer at local elementary schools

PROFESSIONAL CAREER

EMPLOYEE RELATIONS AND TRAINING OFFICER/HUMAN RESOURCES OFFICER/EMPLOYMENT SERVICES MANAGER

1978-2007

Employed by the US Dept. of Veterans Affairs (1978-2002) and the Federal Aviation Administration (2002-2007) directing the Human Resources program/advising and training managers and staff in all aspects of Human Resources/ Negotiating Labor Contracts, Hiring, Advising on Employee Relations-- Disciplinary Actions, Performance requirements and Awards etc.

MANAGEMENT ANALYST/ HUMAN RESOURCES SPECIALIST

1971-1978

US Dept. of Army (1971-1972) Civilian Trainee in Management Reporting /Analysis

US Office of Personnel Management (1972-1978) Trainee in Human Resources Management/ preparing job announcements, examining applicant qualifications

EDUCATION

DEGREE / DATE EARNED

Pepperdine University/ Doctorate in Organizational Leadership 2013
 Pepperdine University/ MBA 1978

Huston-Tillotson University/ BA in Business 1971

Numerous Executive Leadership, Communications, Management courses during over 30 years of Federal employment

References available upon request