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## Diversity Officer Resume

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### Job Objective

To maximize my skills and training as a Diversity Officer in well organized organization to help the organization reach its objectives.

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### Summary of Qualifications:

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- Extensive working experience in development of recruitment materials
  - Comprehensive knowledge of federal, state and local EEO/AAP compliance regulations
  - Sound knowledge of equal employment laws and regulations
  - Profound knowledge of employee relations, human resources legal and regulatory issues
  - Excellent analytical, problem solving and negotiation skills
  - Ability to reconcile employee relations' issues
  - Excellent verbal and written communication skills
  - Proficient in MS office software products
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### Work Experience:

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Diversity Officer, August 2005 – Present  
McKesson Corporation, Detroit, MI

- Developed and executed diversity strategies to achieve diversity goals of company.
- Conducted internal audits of corporate policies and local practices to monitor compliance with EEO/AA and OFFCP regulations.
- Assisted management with understanding individual and cultural differences.
- Worked with managers and leadership to create an organization that maximized inclusion.
- Performed diversity assessments, analyzed data, identified trends and recommended solutions.
- Developed, evaluated, implemented and monitored diversity and inclusion initiatives by developing an effective measuring system
- Monitored employment practices to identify processes that created adverse impact.

Diversity Officer, May 2000 – July 2005  
Spectrum Health, Detroit, MI

- Ensured the organization's diversity and inclusion philosophy in accordance with legal requirements.
  - Drove organization-wide strategies that supported diversity and inclusion principles.
  - Lead the execution of a three-year board-sponsored strategic plan for diversity and inclusion.
  - Provided subject matter expertise on the topics of diversity, inclusion and cultural competency.
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### Education:

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Bachelor's Degree in Human Resource Management, St. Thomas Aquinas College, Sparkill, NY  
Master's Degree in Human Resource Management, New Mexico Highlands University, Las Vegas, NM

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