
Equal Opportunity Specialist Resume

Job Objective

To use my skills, training and experiences to secure a position as an Equal Opportunity Specialist with a reputable company in the business.

Highlights of Qualifications:

- Huge knowledge of policies concerning civil rights in education
 - Deep knowledge of enforcing investigative techniques
 - Outstanding ability to maintain working relationships
 - Amazing ability to apply it to civil rights complaint processing
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Professional Experience:

Equal Opportunity Specialist
Equal Employment Opportunity Commission, Cambridge, OH
May 2006 – Present

- Scrutinized and managed policy directives.
- Formulated position papers on OFCCP policy questions.
- Outlined drafts of sections of Federal Contract Compliance Manual.
- Computed commentary and position papers.
- Aided coordinating FCCM policies.

Equal Opportunity Specialist
University of Oregon,, Cambridge, OH
March 2003 – April 2006

- Established partnerships with departments.
 - Coordinated with hiring authorities.
 - Assisted search committees and reviewed hiring process.
 - Aided establishment of university's affirmative action plan.
 - Outlined training and informational materials.
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Education:

Bachelor's Degree in HR
Lawrence University, Appleton, WI
Master's Degree in Human Resources Management
Christopher Newport University, Newport News, VA

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