



Gail D. Wright

Employee Relations • Recruitment-Performance Management

Results-oriented Human Resources Professional with progressive experience. Strategic thinker, planner and problem solver. Able to communicate well at all levels of the organization. Ability to operate comfortably within both generalist and specialist functions along with working effectively individually and as a team member. Highly competent in the use of a broad spectrum of computer applications.

Program/Project Management
Training and Development
Organization Design

Recruitment and Selection
New Employee Orientation
Employee Relations

Performance Management
Strategic Planning
Reward & Recognition Program

HIGHLIGHTS

- Worked with the AFSCME Union in collective bargaining and disciplinary action grievances.
- Focused on organizational planning, training, and employee relations for an organization over 10,000 employees.
- Coordinated an organizational shift which required review of the strategic plan by having conversations at all levels in order to identify, understand, and implement more efficient, effective associates core competencies
- Developed, supported, and promoted the organization by becoming an Employer of Choice.

EDUCATION

Walden University, Minneapolis, MN

Adult Learning/Diversity Motivation Certificate

Ph.D. in Management

Dissertation: "A Phenomenological study of The Experience of Job Training For and Barriers to Seeking Employment Among Post Incarcerated Women"

Master of Business Administration

PROFESSIONAL EXPERIENCE

Robert Half Associates, San Francisco, CA

HR Manager 2014

Recruit hire, communicate with organization and business partners on an as needed basis developed and updated policy and procedural manuals. Evaluated employee's performance, issues discussed, and resolved. Identified employee relations issues working with staff and management as addressed.

EASTBAY GOODWILL Antioch, CA

HR Coordinator 2014

Communicated with organization and business partners on an as needed basis. Performed intake process with new hired employees identified benefits and distributed policy and procedural manuals. Evaluated employee's performance, issues discussed, and often resolved by taking disciplinary action depending upon the situation.

Automatic Data Processing, Inc. (ADP), San Ramon, CA

Acting VP of Human Resources
Acting Director of Compensation
Director of Human Resources
Human Resources Manager
Employee Relations Administrator

Supported the management team in reviewing and implementing employee salaries, bonuses, stock options. Implement new hire benefits, focus on safety, health, and employee services. Ensure relevant market benchmarking and consistency of application.
Worked on domestic and international assignment strategies and helping with a work visa.

Recruitment efforts, managed performance issues, and monitored organizational training and development. Focusing on staff retention in order to maintain a highly qualified staff.
Coordinated reorganization, by placing 40 of the 75 released staff in positions inside as well as outside the company.

Developed a strong business partner relationship, trained employees in a way that supported the organizational culture.
Delivered training in a variety of methods, including one-on-one or group settings.
Communicated with organization and business partners on an as needed basis.
Evaluated employee's performance as well review supervisors using 360 degree feedback. Issues discussed, and often resolved by taking disciplinary action depending upon the situation.

Established a relationship with senior staff to identify training and developmental skills needed for organizational improvement.
Supported, maintained, and improved organizational growth and development Investigated grievances and/or complaints from employees. Trained, investigated complaints of Sexual harassment for the purpose of reaching resolutions that provided a healthy work environment.

UNIVERSITY OF CALIFORNIA- BERKELEY, Berkeley, CA

Employee Relations Specialist
Administrator
Administrative Analyst
Administrative Services Supervisor

Trained, evaluated, and managed personal as well as professional issues of staff, students, and professors on campus.
Worked with status of Stop Notices to determine if the department was in compliance with the budget before during, and after fiscal close. Reconciled invoices with the General Ledger and monitored budgetary expenses.

Coordinated property contracts for Berkeley Campus and the Office of the President.
Developed an amortized schedule to pay rental and leased property per contract.
Implemented a computerized Travel program focusing on frequency of traveler agency used, location visited, and travel time.
Supervised the Mailing and Reprographics Department and then combined both administrative units into one.
Assisted department with organizational design emphasis on staff work type and distribution.

PROFESSIONAL MEMBERSHIP

Northern California Human Resources Association
Northern California Human Resources Association, Ethnic Health Stroke Education and Outreach Committee, Alta Bates Summit Medical Center, Oakland, CA.
CalRTA (California Retired Teachers Association)

References

Philip H. Arnold, Jr.

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Richard Berke

Director and Chairman of Compensation Committee

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Rose Handon, Ph.D.

Professor

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