

Professional Experience

ALB resources

San Francisco, CA
February 2005 – Present

Principal

- Wrote and edited employee handbook for new nonprofit organization
- Assisted in hiring employees including writing job descriptions, posting job listings, phone screening, interviewing and checking references
- Counseled clients in human resources topics such as hiring, termination, disciplinary actions, benefits
- Assisted a nonprofit organization with no staff shut down the operations of their facility all while maintaining the skeleton operation of the nonprofit as a consultant (insurance decisions, closing out vendors, website liaison)

Center for Citizen Initiatives

San Francisco, CA
April 2003 – July 2008

Director of Operations and Human Resources

- Supervised and evaluated a staff of three
- Member of the four person Executive Team
- Responsible for the human resources for a staff of thirty employees
- Overhauled the organization's operational and human resources systems such as employee handbook, hiring procedures, and leave policies
- Provided human resources functions including benefits, payroll, hiring processes, disciplinary procedures, and legal issues
- Responsible for communications of the organization such as reception, customer service, and IT systems
- Managed physical plant including office moves, shipping and receiving, purchasing, security and risk management, inventory control, and insurance
- Supervised events including annual holiday party, in-house visitor parties, and staff gatherings
- Created a successful volunteer and intern program

Rainforest Action Network

San Francisco, CA
September 2001 – December 2002

Director of Operations

- Evaluated and supervised a staff of four
- Participated as a member of the Senior Leadership Team
- Managed the Operations Team budget
- Performed all duties with respect to the Director of Human Resources position
- Prepared reports for the board of directors and executive director
- Responsible for communications of the organization such as reception, customer service, and MIS systems
- Managed physical plant including office moves, shipping and receiving, purchasing, security and risk management, inventory control, and insurance
- Supervised events including annual holiday party, in-house fundraising parties, actions, and staff gatherings
- Continued to perform all the duties with respect to the volunteer and intern program

Director of Human Resources and Volunteer & Intern Program

May 2000 – September 2001

- Managed the human resources for a staff of twenty-seven
- Overhauled the organization's operational and human resources systems such as employee handbook, hiring procedures, and diversity plans
- Performed an annual salary study
- Revamped the Independent Contractor system throughout the organization

- Managed the human resources budget
- Responsible for employee relations, training and staff development, and new staff orientation
- Provided human resources functions including benefits, payroll, hiring processes, disciplinary procedures, and legal issues
- Continued to perform all the duties with respect to the volunteer and intern program

Volunteer & Intern Coordinator

July 1994 – April 2000

- Created a volunteer and intern program that produced 12,000 hours a year from a volunteer base that includes 100+ volunteers and interns; thereby saving RAN six full-time salaried positions
- Recruited, placed, trained, evaluated and monitored all volunteers and interns
- Teamed RAN with many Bay Area schools to involve youth in the volunteer program
- Provided semi-annual trainings concerning volunteer issues and volunteer and intern program evaluation
- Increased outreach and expanded recruitment 1,400 contacts and by attending 25 statewide college and university career fairs yearly
- Extended RAN's volunteer base to include a population of senior and disabled individuals
- Supervised and trained the recipient of the San Francisco Volunteer Center Transitional Program's "Volunteer of the Year" in 1995 and 2001.
- Addressed various organizations and university groups on subjects relevant to volunteerism and workplace issues
- Responsible for all activities during RAN's Thursday Night Volunteer Parties, including bulk mail and large projects for up to 30 volunteers
- Wrote monthly volunteer and intern newsletter posted on RAN's website and circulated to 150 people

Mobilization Against AIDS

San Francisco, CA

Field Organizer

June 1992 - June 1993

- Organized "Just Sign It" postcard campaign, managed volunteers, contractors
- Coordinated and taught MAA's seminars in grassroots lobbying with other national groups during The March on Washington for Lesbian, Gay and Bi Equal Rights and Liberation
- Oversaw the largest AIDS demonstration in SF history, the AIDS Candlelight Memorial; including permits, insurance, safety, sound volunteers, networking

Guest Lecturer

- Support Center for Nonprofit Management - *Developing an Effective Internship Program*
- CSU Hayward - *Matching of Individual and Employer Values*
- Greenpeace - *Workplace Sensitivity*
- Gala Chorus Annual Training – *Volunteers and You; Building Infrastructure: Avoiding Disasters*

Education

Community Boards, San Francisco, CA	Mediation Certification Training	2015
University of San Francisco, San Francisco, CA	Master of Nonprofit Administration	2000
Western New England College, Springfield, MA	B.S. Human Resources Management/Economics	1987
American University, Washington, DC	Washington Semester, Economics Program	1986
	London Semester, Government Program	1985

Technical Skills

Proficient in Microsoft Word, Excel, FileMaker Pro

Activities

Volunteer Center of San Francisco: Transitional Volunteer Program Advisory Board Member (former),
 Richmond District YMCA Board Member (former), Mentoring San Francisco at-risk youth (former)