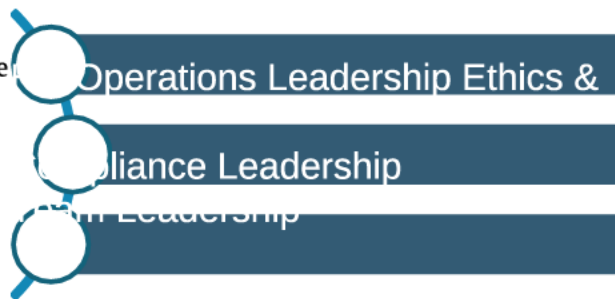


## HUMAN RESOURCES EXECUTIVE | COMPLIANCE LEADERSHIP

*Driving significant results through dynamic foresight, strategy, and leadership*

- Innovative, high-energy, and insightful Human Resources Leader with extensive, multifaceted leadership experience, eager to contribute a demonstrated record of success driving HR strategy and improving business operations. Focused experience directing HR operations for major public institutions that have included California State University, Georgia Institute of Technology, Kennesaw State University, and Fort Valley State University.
- Demonstrated strengths in leading HR strategies that strengthen the organization from a fundamental level with the expertise to build strong programs, processes, and infrastructure governing HR Business Partners, Employee Relations, Workplace Learning, Finances, Professional Development, Talent Acquisition, Payroll, and Ethics and Compliance.



### AREAS OF EXPERTISE

- *Managing Employee Relations*
- *Guiding Management on Staffing Strategy*
- *Leading Training/Professional Development*
- *Directing End to End Project Management*
- *Skilled in HCM Systems Implementation*
- *Employee Engagement and Communications*
- *Directing Compliance Programs (Title IX, ADA, EEO)*
- *Building and Leading Strong Teams*
- *Directing Harassment/Discrimination Investigations*
- *Launching HR Processes and Best Practices*

### Professional Experience

**2021 to Present • CALIFORNIA STATE UNIVERSITY SAN MARCOS • San Marcos, CA**

*California State University San Marcos is part of the largest four-year public university system in the US comprising 23 campuses & 8 off-campus centers, enrolling 485, 5550 students with 55,9090 faculty & staff.*

#### Associate Vice President of Human Resources

Play a key leadership role as Chief Human Resources Officer, creating and establishing all internal operations by delivering strategic direction to improve Human Resources management. Plan, implement, enhance, and assess administrative department to accomplish operational improvements. Implement collective bargaining agreements. Hire, evaluate, train, and lead staff to attain professional development goals.

- *Serve as a Trusted Advisor to the Vice President of Finance and Administrative Services, strengthening financial service management by developing and handling program activities.*
- *Achieve transparency and gained mutually beneficial partnerships with four unions by cultivating solid relationships based on trust.*
- *Oversee all human resources functions to optimize business operations.*

**2019 to 2021 • GEORGIA INSTITUTE OF TECHNOLOGY • Atlanta, GA**

*The Georgia Institute of Technology is a public research university and institute of technology in Atlanta, Georgia with an undergraduate and post-graduate enrollment of approximately 32,000 students.*

#### Deputy Director of Human Resources

Fulfilled a critical leadership role within a 120-person Human Resources organization supporting 8,000 employees and 8,000 student employees, coordinating and leading initiatives centered on HR Business Partners, Employee Relations, Workplace Learning and Professional Development, and Project Management. Managed a \$6.5MM budget.

- *Effectively supervised a team of 14 direct reports and an overall headcount of 40 professionals. Directed multiple workforce strategies resulting from the COVID-19 pandemic, overseeing transition efforts.*
- *Credited with revolutionizing the effectiveness of Employee Relations by implementing new leadership and defining solid frameworks to govern investigations.*

- *Coordinated and led staffing and training of additional personnel to ensure the successful implementation of an HCM system, achieving all project milestones and deliverables on-time and within budget.*

#### **2015 to 2019 • KENNESAW STATE UNIVERSITY • Kennesaw, GA**

*Kennesaw State University is a public university in Georgia with two primary campuses, one in Kennesaw and the other in Marietta. The university has an undergraduate enrollment of over 30,000 students.*

#### **Executive Director of Institutional Equity & Title IX Coordinator**

Orchestrated and executed the university's Title IX (sexual misconduct resolution and prevention program), with authority over the discrimination and sexual misconduct complaint resolution process. Defined and deployed formal procedures to govern sexual misconduct hearings. Expanded the office from one employee to 6 to meet the needs of the university, while managing a budget of \$750K. Supervised direct reports that included three investigators, a coordinator, and an administrative professional.

- *Safeguarded the health and welfare of students by innovating harassment awareness and prevention initiatives in collaboration with stakeholders in Student Affairs, Legal Affairs, Athletics, Academic Affairs, and University Police.*
- *Successfully managed a volume of over 200 reports of harassment and 60 cases each year, providing thorough investigations that positioned the department as a fair and trustworthy organization.*
- *Recognized with a nomination for the Outstanding Administrator Award in 2016.*

*"Erika has moved into the position with speed and grace. She is a thorough professional and has provided much needed expertise to the Center, the staff, and to me. She is liked and trusted by the directors, but more importantly by the staff. Many people, including me, seek her counsel and I have heard nothing but positive reactions to her."*

#### **2013 to 2015 • GEORGIA INSTITUTE OF TECHNOLOGY • Atlanta, GA**

*Georgia Institute of Technology is a public research university with \$214M+ in annual revenue and an 85% graduation rate.*

#### **Human Resources Business Partner Manager**

Pioneered the launch of the Human Resources Business Partner role and function at the university, building a 9-person team dedicated to supporting 6,000 employees across multiple areas of operations. Administered a \$1MM budget.

- *Re-engineered Human Resources to provide unit-level access to Human Resources professionals; placed six HR Business Partners in the first year, followed by three additional HR Business Partners in the second year.*
- *Coordinated and facilitated annual ethics training and conflict of interest reporting for employees.*
- *Delivered superior results; recruited back to the university in 2019 to serve as Deputy Director of Human Resources.*

#### **2011 to 2013 • FORT VALLEY STATE UNIVERSITY • Fort Valley, GA**

*Fort Valley State University is a public historically Black university in Fort Valley, Georgia. It is part of the University System of Georgia and a member-school of the Thurgood Marshall College Fund.*

#### **Chief Human Resources Officer/Director of Human Resources**

Hired to co-lead the establishment of a Compliance Office to build and execute Title IX (sexual misconduct resolution and prevention program), EEO, and ADA programs. Spearheaded the investigation of complaints of discrimination, with a scope of responsibility that included authoring position statements and coordinating institutional responses to allegations in partnership with the Legal and Compliance offices. Served as the Title IX Deputy Coordinator as well as a member of the Title IX implementation team to satisfy a mandatory federal regulation.

- *Authored and led training on strategies to prevent sexual harassment and discrimination, as well as the annual ethics and compliance training program.*

### **Teaching Roles**

#### **Adjunct Professor (Part Time), University of Maryland Global Campus, Adelphi, MD**

*Serves as an instructor for undergraduate courses in Human Resource that include employment law, labor relations, organizational culture, and management communication. Promoted to Associate Adjunct Professor in Fall 2009 and Adjunct Professor in Fall 2015.*

### **Early Career**

*Director of Organizational Effectiveness, University of Maryland, College Park, MD*  
*Human Resources Manager, The Johns Hopkins University School of Advanced International Studies, Washington DC*  
*Associate Director of Admissions, Dartmouth College Tuck School of Business, Hanover, NH*

***Education & Professional Certifications / Development***

**UNIVERSITY OF NORTH GEORGIA**  
**Candidate for Doctor of Education Degree in Higher Education Leadership**

**UNIVERSITY OF GEORGIA SCHOOL OF LAW**  
**Juris Doctor**

**MARYMOUNT UNIVERSITY**  
**Master of Arts Degree in Organization Development**

**HOWARD UNIVERSITY**  
**Bachelor of Arts Degree in Communications**

**Certified Civil Rights Coordinator and Investigator - Association of Title IX  
Administrators Senior Professional in Human Resources (SPHR) - Human Resources  
Certification Institute**  
**Society for Human Resources Management Senior Certified Professional  
(SHRM-SCP) Leading Women @ Tech Graduate (202**