

XXXXX X. XXXXXX, XXXX, XXXX

Leadership Success of Impacting Social Change and Improving Individual Lives

CITY/STATE | PHONE | EMAIL | LINKEDIN URL

Corporate & Private Foundation | Not for Profit | Management & Strategy | Economic Opportunity, Racial & Gender Equity/Equality | Social Responsibility

An influential leader, thoughtful advisor, and consultant who is Harvard trained with significant experience in the private and not for profit sectors. Most recently directed a xxxxx xxxxxxx organization growing its presence from existence in one state to a national organization with a presence in nine states and an annual budget of nearly \$27M. Known for bringing about change with a proven background and notable experience supporting the efforts of both well-established and emerging organizations. Proven ability to bolster global human rights movements specifically in the areas of diversity and inclusion, social, economic and environmental impact.

Competencies that Drive Strong Business Outcomes

- Corporate Development, Oversight & Management
- Multi-Sector Community Leadership
- Organization Representation & Leadership
- Volunteerism Engagement & Impact
- Not for profit Project Management
- Stakeholders & Partners Relationships
- Strategic planning, SMART Goals
- Execution on Delivery of Goals
- Deployment Strategies, Inside/Outside
- Profit Management & Grant Making
- Proposals Review, Funding Recommendations
- Organizational Assessment & Review
- Multidisciplinary Team Collaboration
- Large-Scale Organizational Change
- Financial Analysis & Reporting
- Grants, Development/Implementation
- Priority Development, Social Justice Concepts
- Corporate & Employment Law/Relations, Risk, Intellectual Property
- Legal: Research, Trials, Arbitration, Litigation
- Contract Negotiation & Management
- Public Policy Analysis
- Fundraising, Business Strategy

Education

XXXXXX XXXXX, (Start-Up), New York, NY

ADVISORY BOARD MEMBER & CONSULTANT

2007 – 2016

COO, GENERAL COUNSEL AND FOUNDING MEMBER

2016 – 2016

2007 – 2016

Appointed as the leading executive behind the establishment of XXXXXXXX, USA, with an annual budget of approximately \$27M per year and employee growth of 3 – 70. Served as COO prior to the organization's hiring of a full-time COO. Fast Company called XXXXXXXX one of the most innovative companies of 2015 in the social sector. XXXXXXXX creates economic mobility for 1M low-income families/individuals/community college students; provides a safety net of nearly \$1T in government and anti-poverty resources by nearly 1M non-profits.

- **Organizational Infrastructure**—Performed long-range planning initiatives, implemented organizational and individual goals, supervised the finance team, established department budgets and expenses, investment policies, oversaw technical support and telecommunications, compliance and auditor hiring.
- **Strategic Goal Planning**—Developed 'big picture' goals to conceptualize individual goals and reporting.
- **Mentorship**—Guided operations staff with professional development and awareness of organization vision.
- **Human Resources Establishment**—Department realized substantial growth; hired HR leaders/associates, implemented policies and procedures, systems for hiring/terminations, performance evaluations, meeting structure, goal setting and tracking.
- **Partners & Stakeholders Relationships**—Nurtured relationships with the Ford Foundation, Robin Hood Foundation, Kresge Foundation, Greenlight Foundation, Office of Social Innovation, Department of Health, Association of Community College Trustees (ACCT), and theCAEL, to name a few.
- **General Counsel/Legal**—Advised on compliance matters, proposed combinations/mergers and acquisitions, board governance, employment law issues, acquisition and use of proprietary software, data privacy issues, IP matters, real estate, licensing and corporate contracting.
- **Advisory Board Establishment**—Assisted by recruiting high-profile individuals such as the late Civil Rights

leader Julian Bond as well as leading business executives at Fortune 100 companies.

- **Model Development**—Advised and implemented licensing models (XXXXXXXX & Community College).

XXXXXX XXXXXXXX XXX, New York, NY

PARTNER & PRINCIPAL

Established the law firm as the country's largest minority-owned firm to promote diverse professionalism within the New York area. Served as counsel specializing in resolving employment disputes through settlement and negotiation practices. Firm merged with Gonzalez Saggio & Harlan LLP.

- **Representation & Advising**—Counseled clients regarding litigation strategies, negotiating severance terms, and employee benefit issues.
- **Key Relationships & Contract Win**—Played integral role in developing strategic business relationships with several New York state government entities and private institutions (Dormitory Authority of the State of New York (DASNY) and The Bank of New York Mellon (BNY Mellon) resulting in winning Minority and Women Business Enterprises (MWBE) contracts.

XXXXXXXX, XXXXX., New York, NY

MANAGING DIRECTOR AND GENERAL COUNSEL

Chief Legal Officer and Managing Director of Human Resources and Business Operations of a \$700M hedge fund.

Reported to the CEO, findings related to best practices management systems; collaborated with senior executives.

- **Administration**—Created the general employment practices/procedures, COBRA policies, profit sharing, hiring consultants, and avoidance of employment law claims; negotiated contracts, risk management, regulatory and compliance.
- **Supervised Outside Legal Counsel**—Limited partnership agreements, private equity, internal audits, and the defense and prosecution of lawsuits.
- **Represented the Firm** in the civil rights and not for profit communities (Harvard University, Yale University, the NAACP Legal Defense Fund, The NAACP, The National Urban League, and the New York Metropolitan Museum.)

XXXXX, XXXXX & XXXXX Chicago, IL

EMPLOYMENT LAWYER

erved to represent defense cases involving multiple class action lawsuits and single-plaintiff lawsuits in the federal court and before administrative agencies. Clients ranged from Fortune 500 companies to prominent not-for-profit organizations as well as individuals. Second chaired several trials and arbitrations and was a member of the firm's recruiting committee.

- **Areas of Practice**—Employment discrimination, employee benefits, claims of race, age, and sex discrimination, sexual harassment and discrimination against women as well as representation of the NAACP, and of African-American women in the city of Riverdale, IL (police brutality and violence against women.) Settled lawsuit to eliminate 'weight lifting test for machinists' that discriminated on the basis of sex.
- **Case Preparation**—Wrote briefs, defending depositions, examined witnesses, negotiated settlements and handled all aspects of case management from discovery to trial.

United States District Court, XXXXXX, XX

LAW CLERK to the Honorable Ann C. Williams, United States District Court Judge

Education

Harvard Law School, Doctor of Law (JD), Activities and Societies: The Civil Rights/Civil Liberties Law Review, BLSA, Blackletter Journal, **Teaching Fellow at Harvard College**

Harvard University, A.B., Economics, Activities and Societies: Undergraduate Council, International Economic Development Committee, Hasty Pudding Club, House Committee

Harvard-Radcliffe Colleges, B.A., Economics

Bar Admissions

Admitted to New York and Illinois State Bars

Certificates

Corporate Citizenship Management from Boston College, Carroll School of Management

Professional Memberships & Charitable Affiliations

Board Member, xxxxx xxxx, 2015 - Present
Board Member, xxxxx Foundation, 2009 - Present
Member, Harvard University, xxx xxxx Committee
Trustee & Fundraiser, xxxxxx (For the xxxxx xxxxxxxxxxxxxxxxxxxxxx xxxx)
Founding Member, "xxxx xxxx xxxx" Foundation, A National Not for Profit That xxxxxx xxxx

Notable Publications

Featured as a **Woman to Watch**, xxxxxx Magazine, (xxx. 2012)
Business Leader Blogger, xxxx xxxxx
Contributing Writer, *The Huffington Post*

Languages

French
