

## 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. **Admitted to New York and Illinois State Bars.**

#### Areas of Expertise

- Corporate Development & Management
- Multi-Sector Community Leadership
- Organization Representation & Leadership
- Volunteerism Engagement & Impact
- Not for profit Project Management
- Stakeholders & Partners Relationships
- Strategic planning, SMART Goals
- Organizational Assessment & Review
- Multidisciplinary Team Collaboration
- Large-Scale Organizational Change
- Financial Analysis & Reporting
- Social Justice Concepts
- Corporate & Employment Law/Relations, Risk, Intellectual Property
- Legal: Research, Trials, Arbitration, Litigation
- Contract Negotiation & Management
- Public Policy Analysis
- Fundraising, Business Strategy

#### Professional Experiences

XXXXXX XXXXX, (Start-Up), New York, NY **2007 – 2016**  
ADVISORY BOARD MEMBER & CONSULTANT **2016 – 2016**  
COO, GENERAL COUNSEL AND FOUNDING MEMBER **2007 – 2016**

Appointed as the leading executive behind the establishment of XXXXXXXX, USA, with an annual budget of \$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 \$1M in government and anti-poverty resources.

- **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.
- **Human Resources Establishment**—Hired HR leaders/associates, implemented policies and procedures, systems for hiring/terminations, performance evaluations, meeting structure, goal setting and tracking.
- **Partners & Stakeholders Relationships**—Established 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 the CAEL, to name a few.
- **General Counsel/Legal**—Advised on compliance matters, proposed combinations/mergers and acquisitions, board governance, employment law issues, and acquisition and use of proprietary software.
- **Advisory Board Establishment**—Recruited high-profile individuals such as the late Civil Rights leader Julian Bond as well as leading business executives at Fortune 100 companies.

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).

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.

- **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**

Served 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.
- **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**

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**Education**

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

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

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**Professional Memberships & Charitable Affiliations**

**Board Member**, xxxxx xxxx, 2015 - Present

**Board Member**, xxxxx Foundation, 2009 - Present

**Member**, Harvard University, xxx xxxx Committee