Tricia Thigpen

From: Samantha Abell <sabell@gautier-ms.gov>
Sent: Monday, July 30, 2012 3:59 PM
To: tthigpen@gautier-ms.gov
Cc: gollottd@bellsouth.net; cbilbo@gautier-ms.gov
Subject: FW: EXT :RE: Library Board
Attachments: resume june 2012.doc

Please place on consent agenda with Gordon's email as back-up.

TY

From: Gordon Gollott [mailto:gollottd@bellsouth.net]
Sent: Monday, July 30, 2012 12:50 PM
To: sabell@gautier-ms.gov
Cc: councilmanward1@gautier-ms.gov; councilmanward4@gautier-ms.gov; councilmanward5@gautier-ms.gov; mayor@gautier-ms.gov; councilwomanatlarge@yahoo.com; amanda.vallejo@hii-ingalls.com
Subject: FW: EXT :RE: Library Board

Samantha,

Please see attached Resume.

Request adding to the next available City Council public agenda for appointment as the Ward 3 representative to the Library Board.

Have had telephone conversations with Amanda, and she wants to be involved, and looking forward to serving the city in this capacity.

Gordon T. Gollott
Councilman Ward 3
City of Gautier
councilmanward3@gautier-ms.gov
gollottd@bellsouth.net
Phone: (228) 497-5522-Home
(228) 238-2691-Cell

From: Vallejo, Amanda (HII-Ingalls) [mailto:amanda.vallejo@hii-ingalls.com]
Sent: Monday, July 02, 2012 2:09 PM
To: Gordon Gollott
Subject: RE: EXT :RE: Library Board

Hi Gordon,

Attached is my resume for consideration. Let me know the next step in the process.

Amanda

CITY OF GAUTIER
LIBRARY BOARD OF TRUSTEES

Meeting in the Library (2nd Thursday @ 3:45 PM)
January – April – July - October
5 Year Terms
(Board Requires 5 Members)

Lashunda A. Johnson
2217 University Street
Gautier, MS 39553
228-249-9642 (Cell)
WARD 2
Appointing Authority – At Large
Appointed: May 1, 2012
Term Expires: May 1, 2017

Vivian Dailey, Vice Chair
2135 Kingslea Drive
Gautier, MS 39553
228-238-6674 (Cell)
WARD 5
Appointing Authority – Ward 5
Appointed: February 2, 2010
Term Expires: February 6, 2015
(*Replaced Ann McDaniel –Term expired 2/6/10*)

Diana Myers
2324 Santa Cruz
Gautier, MS 39553
228-497-4408 (H)
WARD 1
Appointing Authority – Ward 1
Appointed: February 7, 2012
Term Expires: February 7, 2017
Re-Appointed

Deanna Morais (Moved)
1404 Seacliffe Drive (P O Box 1148)
Gautier, MS 39553
228-990-4050 (Cell)
WARD 3
Appointing Authority – Ward 3
Appointment: August 15, 2006
Term Expires: February 6, 2011

Zelma Lofton
2701 Bayou Bend Drive
Gautier, MS 39553
228-497-3892 (H)
WARD 4
Appointing Authority – Ward 4
Appointed: March 4, 2008
Term Expires: February 6, 2013

Amanda Vallejo

3233 Stonegate Circle
Gautier, Ms 39553
Cell 321 298-4990
Email: Vavallejo@aol.com

Senior Management Executive

Diversity Programs/Equal Employment Opportunity Programs/Affirmative Action plans/Civil Rights

Repeatedly produced sustained results in dynamic challenging environments. Proven achievements in Equal Employment Opportunity (EEO), Affirmative Action Plans (AAP), Workforce Diversity, ADA Compliance, Multi-cultural Communications, Minority/Women Owned Business Supplier Program including the federal Disadvantaged Business Enterprise Program

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Human Resources, Diversity and EEO professional with verifiable year-after-year success, achieving EEO/Diversity results in a rapid change environment; extensive experience with highly engineered systems which require a deep understanding of critical business drivers in multiple markets and industries. Highly successful in building relationships with upper-level and external decision makers. Led and motivated teams composed of employees and managers to achieve organizational change and meet organizational workforce goals. A well trained federal discrimination investigator, and certified EEO mediator.

Skills:
Diversity Strategic Planning - Global Diversity - Budgeting Process - Training - Organizational Development - EEO and Labor Law - Performance & Quality Standards - Change Management - Program Design - Employee Relations – Labor Relations - Community Outreach Strategy – Federal Civil Rights and Employment Compliance – Diversity Training programs - Bilingual – Bilingual in Spanish specializing in employee language integration programs

Achievement Highlights

- Turned around underperforming Equal Rights Division, streamlining 6 business units, restoring compliance and fiscal responsibility. Restored forward momentum with measurable results.
- Catalyst for organizational change by developing Diversity/EEO policies and programs.
- Transformed poor performing Division into top performer generating $7 million in federal grants, introduced new cost effective solutions that enabled expansion and additional high profile Diversity and EEO programs.
- Designed a nationally recognized cross cultural communication program to address limited English language challenges for both native and non native speakers in a manufacturing environment.

Professional History

April 2005 – Present
Department of Homeland Security
Federal Emergency Management Administration (FEMA)
Equal Rights Offer – Reservist

During a deployment I am responsible for the day-to-day administration of FEMA's Office of Equal Rights field support programs. In this position I provide:

- Civil Rights Resolution – Work to proactively with Community Relations, Public Affairs, Human Services, and other DFO components to resolve individual or group Civil Rights issues; visits and speaks with key community leaders and organizations; assesses accessibility at Disaster Recovery Centers and distributes information about OER programs.
- Technical assistance and training - Provide advice and guidance to the FCO on EEO and Civil Rights matters; presents training on sexual harassment prevention, cultural diversity, and the EEO process.
- EEO Counseling - assists deployed FEMA employees, employment applicants, and managers to resolve problems quickly; guide supervisors through downsizing to achieve the best possible outcome; processes all complaints that cannot be resolved informally.

March 2007 – Present
HII - Ingalls Shipbuilding
Diversity/EEO Manager

Responsible for the day-to-day administration of NGSB internal Diversity and EEO Programs. In this position I recommend priorities, design/implement programs, allocate resources, and assess the need for new or re-direct program activities. Develop and implemented Diversity and Inclusion strategy, Advisor to Directors and Senior Executive Vice Presidents regarding EEO and D&I issues. Below is a list of duties.

Administer Limited English Integration Program
Implement Corporate Diversity & Inclusion initiatives
Conduct EEO and harassment investigations
Design and facilitate Diversity Training
EEO Applicant flow analysis
EEO Compensation analysis
Coordinate Corporate Diversity Awards Programs
Developed Affirmative Action Plans prepare departmental reviews
Deploy annual Employee Diversity Kit
Submit annual EEO-1 and Vet 100
OFCCP audit lead
Manage and guide 5 Employee Resource Groups

March 2003 – May 2005
Virginia Department of Transportation (VDOT)
3.8 Billion dollar organizations with 10,000 Employees…
Executive Service – Division Administrator, Civil Rights Division

Responsible for the day-to-day administration of VDOT's internal and external Civil Rights Programs. Supervised 12 managers, and indirectly supervised 63 Central and District staff. In this position I determine priorities, designed/implemented programs, allocated resources, and assess the need for new or re-directed program activities. Developed and implemented policy regarding Civil Rights issues, drafted legislation and developed concepts for federal grants. Advisor to the Director and Senior Staff regarding EEO issues. Below is a list of the Department's Statewide Civil Rights Programs. The main office is located in Richmond with 9 field offices throughout the state.

Affirmative Action (AA) and Title VII

- Developed internal AA plan along with comprehensive implementation strategy
- Statistical data analysis: AA goals – workforce analysis by job classification, recruitment pool, and retention rate
- Oversight of monitoring and compliance of VDOT's federal AA Plan
- Oversight and final review of all internal Title VII, external DOL and external Title VI discrimination investigations
- Senior EEO mediator and oversight of settlement agreements

Internal Diversity Program

- Developed and implemented Workplace Diversity policy and initiatives
- Developed on-going Diversity and Workplace Harassment training programs
- Developed and staffed in house Diversity Council

American with Disabilities Act (ADA – 504)

- Oversight of ADA-504 Compliance program
- Accessible Building Standards Compliance – tracking, monitoring and reporting of facilities to ensure public accessibility
- Responsible for ADA tracking and reporting

Disadvantaged Business Enterprise Program (DBE)

- Successfully submitted DBE program Plan to meet new federal DBE regulations 49 CFR Part 26
- Developed strategic plan for Statewide DBE Plan implementation for Highway Construction
- Restructured the DBE Certification process
- Developed and implemented a "Mentor Protégé Program" for DBE firms
- Established a "Transportation DBE Advisory Committee" (TDAC); Committee membership is made up of local small business owners and members of the prime contracting community; this committee supports and advises the Department's socioeconomic programs and provides a forum for public participation
- FHWA Grant Administration – DBE Supportive Services Grant $450,000 a year
- Developed DBE fraud prevention process - adopted as national model

Small Business Development Program

- Developed small business training and workshops
- Community outreach and marketing to the small minority and women owned business community

External EEO – On the Job Training Programs

- Oversight of the "On-The-Job" training programs – Program establishes contract EEO employment targets for the utilization of minority and women; monitoring, compliance and reporting
- Developed "Welfare-to-Work Program"
- Managed $400,000 a year in direct federal grants for the External EEO Unit

Title VI

- Oversight of external Environmental Justice issues
- Developed and submitted federal Title VI Compliance Plan
- Charged with developing statewide policy for delivering programs and services for citizens that are of limited English proficiency (LEP)

Tribal Employment Rights Ordinance (TERO) Programs

- Administration of federal TEA-21 Native American grant assurances – TERO and MOU agreements for State contracts on or near a reservation.

March 1999 – March 2003
Oregon Department of Transportation (ODOT)
2.5 Billion dollar organizations with 5,000 Employees
Executive Service – Director, Office of Civil Rights

Responsible for the Department's day-to-day administration; supervision of 2 mangers and 18 staff; developed and implemented ODOT's internal and external Civil Rights Programs. In this position I determine priorities, designed and implemented programs; allocated resources, and assess the need for new or re-directed programs activities. Developed and recommended policy regarding Civil Rights issues. Below is a list of the Department's Civil Rights Programs. The main office is located in Salem, Oregon with 4 field office throughout the state.

Affirmative Action (AA) and Title VII

- Developed internal AA plan and implementation strategy
- Statistical data analysis: AA goals
- Oversight of monitoring and compliance of ODOT's federal AA Plan
- Developed "Grow-Your-Own" a High School mentoring program
- Oversight and final review of all internal Title VII, external DOL, and external Title VI investigations

Internal Diversity Program

- Developed ODOT's first Diversity Program and Diversity Council
- Developed EEO/Diversity training programs that included an EEO component for NEO
- Developed policies and procedures

American with Disabilities Act (ADA – 504)

- Developed employee reasonable accommodation processes
- Accessible building standards – tracking, monitoring and reporting of facilities to ensure public access
- Responsible for compliance and reporting of federal ADA 504 regulations

Labor Compliance

- Oversight of prevailing wage compliance program; the program monitors monthly payments, resolves disputes using arbitration model for all public-works contracts

Disadvantaged Business Enterprise Program

- Successfully submitted DBE program Plan to meet new federal DBE regulations 49 CFR Part 26 – Program submitted was 5th in the nation. The program plan was selected by FHWA as most comprehensive – recognized at AASHTO's Annual National CEO/Director's Conference October 1999
- Developed strategic plan for Statewide DBE Plan implementation for Highway Construction, Public Transit and Airports
- Developed and implemented a "Mentor Protégé Program" for DBE firms
- Established a "Transportation DBE Advisory Committee" (TDAC); Committee membership is made up of local small business owners and members of the prime contracting community; this committee supports and advises the Department's socioeconomic programs and provides a forum for public participation
- FHWA Grant Administration – DBE Supportive Services Grant $200,000 a year

External EEO – On the Job Training Programs

- Management oversight of the "On-The-Job" training programs – Program establishes contract EEO employment targets for the utilization of minority and women; monitoring, compliance and reporting
- Developed "Journeymen Apprenticeship Program"
- Developed "Urban Youth Core Program" – recognized during 1999 Western Regional Civil Rights Conference
- Oversight of $800,000 a year in direct federal grants for the External EEO Unit

Title VI

- Oversight of external Environmental Justice issues in the State's Transportation Improvement Plan
- Developed and submitted Title VI Compliance Plan
- Member of the Governor's Committee charged with developing statewide policy for delivering programs and services for citizens that are of limited English proficiency

Tribal Employment Rights Ordinance (TERO) Programs

- Administration of federal TEA-21 Native American grant assurances – TERO and MOU agreements for State contracts on or near a reservation.

Previous Career History:

Orange County Transportation Authority (OCTA) – Manager, Socioeconomic Programs, Title VI Compliance program - February 1994 to1999

University of Southern California – Director, Small Business Development, EEO Programs and MWBE grant compliance program – September 1990 to February 1994

Los Angles Rapid Transit District – DBE Program Specialist – May 1987 to September 1990

US Department of Commerce – Minority Business Development Center – Deputy Director – April 1982 to May 1987

Education and Graduate Level Certificates:

- University Of Southern California – B.A. – 1992 - Business
- Advanced Management Program – 1992 University of Southern California – School of Executive Education
- Master's Certificate in Equal Opportunity and Contract Compliance, 1991 – American Association of Contract Compliance – Washington State University
- Certified Mediator – American Association of Affirmative Action, Washington D.C. 2003
- SHRM – PHR – Tulane University - 2008

Boards and Committees:

- American Association of State Highway and Transportation Officials (AASHTO) Chair 2001-2005 – National Civil Rights Committee – AASHTO President Appointee
- American Public Transit Association (APTA) Minority Affairs Committee
- National Transportation Research Board – DBE Committee
- Conference of Minority Transportation Officials (COMTO) – member and past vice chair of the Southern California Chapter
- Salem, Oregon Human and Civil Rights Commission – Mayor appointee, Chair from 2001-2003
- Oregon State Commission on Hispanic Affairs – Commissioner term 2001 to 2003
- American Association of Affirmative Action – State Representative – 2004

Computer Software:
MS-Office suites, MS Project, MS Access, MS Publisher, Front Page, Visio

Publications / Presentations:
"Developing an Effective Workforce Diversity Program" – 2002
"Strategic Planning for Civil Rights Programs in the year 2000 and beyond" – 1998
"Technology Trends Effecting Civil Rights Programs" – 1998
"Overview of Race Neutral Programs" – 2001
"Understanding and Developing a Limited English Proficiency Program" (LEP) – 2000
"Effective Partnering for Indian Employment in Transportation" – 2003
"How to conduct a workplace harassment investigation" – 2008
"Anti Harassment" training sessions for represented and management - 2008

Career Highlights 2001 – 2010

- Limited English Employee Integration Project – Recognized by U.S. Congress as a best practice in Industry (2009 and 2010)
- Developed in-house Diversity Program utilizing a Diversity Council model
- Diversity training and designed Diversity Tool Kit
- Developed and facilitated internal management leadership development and executive mentoring programs
- Developed national model for the delivery of federal and state programs and services to citizens who are of limited English proficiency (LEP)
- Developed minority business contract fraud and prevention model – adopted as national model by FHWA and AASHTO
- Developed successful "Welfare to Work" and "On the Job" training programs
- Awarded $7 million dollars in federal grants for civil rights program concepts
- Developed internal Affirmative Action (AA) and AA implementation plans
- EEOC rate of 97% EEO investigation decisions upheld over an 8 year period
- Developed successful ADA – employee reasonable accommodation guidelines and training program
- Developed mandatory Sexual Harassment Training Program for staff and managers (18,000 employees trained)
- Developed Workforce Climate survey model
- Developed minority employment recruitment breakfast sessions
- Received Women of Color - "National Diversity Leadership" Award (Oct 2010)
- Received "Commitment to Diversity" Award (Nov 2010)

References:
Upon request