

Professional Experience

ALB resources

Principal

San Francisco, CA
February 2005 – Present

Wrote and edited employee handbook for nonprofit organizations, 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 and created human resource systems from the ground up.

Center for Citizen Initiatives

Director of Operations and Human Resources

San Francisco, CA
April 2003 – July 2008

Overhauled the organization's operational and human resources systems such as employee handbook, hiring procedures, and leave policies, provided human resources functions for a staff of thirty employees including benefits, payroll, hiring processes, disciplinary procedures, and legal issues.

Rainforest Action Network

Director of Operations

San Francisco, CA
September 2001 – December 2002

Director of Human Resources and Volunteer & Intern Program

May 2000 – September 2001

Provided human resources functions for a staff of twenty-seven including benefits, payroll, hiring processes, disciplinary procedures, and legal issues, 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.

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, addressed various organizations and university groups on subjects relevant to volunteerism and workplace issues.

Mobilization Against AIDS

San Francisco, CA

Field Organizer

June 1992 - June 1993

Organized the "Just Sign It" postcard campaign, coordinated and taught MAA's seminars in grassroots lobbying during The March on Washington for Lesbian, Gay and Bi Equal Rights and Liberation, and oversaw the largest AIDS demonstration in SF history: the AIDS Candlelight Memorial.

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*
- Volunteer Center of San Francisco Roundtable – repeatedly invited to speak about recruitment, training and supervising of interns and volunteers.

Education

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

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)