

Maureen Middleton, SPHR

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SUMMARY

Senior Human Resources Professional with 15 years of experience in private and non-profit sectors including organizations at various stages of the organization lifecycle. Experience with full employee life-cycle including expertise in training and development, employee relations, and change management. Strength in building strong relationships across all levels of an organization. Core competencies in:

| | | |
|------------------------|----------------------------|-----------------------|
| Training & Development | Organizational Development | Diversity & Inclusion |
| Comp & Benefits | Coaching | Recruiting |
| Compliance | HRIS | Reporting |

EMPLOYMENT HISTORY

Senior Human Resources Business Partner

California College of the Arts, San Francisco and Oakland, CA January 2019 – September 2019

Providing business partner support during a maternity leave for art college with graduate and undergrad degrees.

- Effectively resolved complex employee relations, minimizing risk to the college, including Title IX issues.
- Coached people managers at all levels across the organization, through performance management and difficult conversations.
- Managed full-cycle data changes, recruiting and performance management with Workday HRIS tool.

HR Consultant

MoKell Consulting, San Francisco and Oakland, CA July 2003 – present

Consulting services for a wide range of industries and business needs.

- Mitigated risk for sensitive performance issues and terminations.
- Coaching and consultation with employees to help navigate leaves of absences, and compliance issues.
- Work with early career professionals on resume development and career pathing.

National Senior Director of HR & Talent

Summer Search, San Francisco, CA September 2015 – January 2018

Managed HR and operations team for National 501c(3) Youth Development Non-Profit

- Developed and led management trainings, focusing on Management 101; developing performance management skills, giving feedback and basic compliance.
- Led executives, managers, and staff through merger of three sites.
- Led the Diversity & Inclusion team of 17 staff
- Managed and reported on data and analytics for D&I staff and recruiting.
- Managed all benefits including converting to a partially self-funded plan resulting in savings of ~\$122K.
- Managed HRIS conversion and implementation – ADP Workforce Now

Human Resources Manager/Certification Program Manager

Northern California Human Resources Association, San Francisco, CA, December 2014 – August 2015

501c(6) Membership organization for Human Resources Professionals

- Provided HR Consultation - job descriptions, policy manual update, performance management
- Managed the PHR/SPHR and SHRM-CP/SCP Human Resource Certification Preparation Classes
- Oversaw 10 independent contractors in 15 locations through-out the Bay Area
- Part of team that put on HR West 2015: HR Conference with over 150 concurrent sessions

Human Resources Manager

Low income Investment Fund, San Francisco, CA, January 2012 – December 2014

Most Senior HR Role, managing HR and Talent Acquisition for National Community Development Financial Institution

- Managed complex employee relations including investigations, performance management, and provided feedback and coaching for managers and staff.
- Provided strategic counsel and coaching on succession planning, retention, and compensation.
- Overhauled on-boarding process, minimizing ramp up time for new employees.
- Developed an incentive compensation program.
- Negotiated cost savings for employee benefits. Led conversion of 401(K) providers.

Human Resources Manager

CirclePoint, San Francisco, CA 2003-2011

Most Senior HR Role, managing all aspects of HR as well as operations & facilities for multiple offices and partnering with C-Suite team. National Strategic Environmental Communications Firm, *Voted in the 200 Fastest Growing A/E/P & Environmental Consulting Firms by Zweig White 2008, 2009*

- Developed and led training programs for managers and staff.
- Grew company by 50% and managed integration of new team after acquisition.
- Implemented an internship program that reduced the cost of hiring entry-level employees.
- Managed all leaves of absences (FMLA, CFRA, PFL, Disability, Worker's Comp).
- Developed and implemented an Affirmative Action Plan including EEOC-1 reporting and applicant tracking.

PRO BONO WORK

Northern California Human Resource Association (NCHRA), 2011 – present

Part-Time Volunteer - Administrative support to member organization (2011)

- Added social media integration links to the newly upgraded website (monitored as needed)
- Phone banking for fall membership renewals resulting in a dramatic increase in renewals of lapsed memberships and general cleanup of database.
- Various administrative support tasks (email blasts, screening submittals of presenters for the annual HR West Conference)
- Proposal Reader for HR West Conference (2011 - present)

EDUCATION & CERTIFICATIONS

- BA Communications, UCSD, San Diego, CA.
- Senior Professional Human Resources (SPHR), Human Resource Certification Institute
- SHRM-SCP, Society of Human Resource Management
- Continued Education/Training to Maintain Certifications (*Courageous Leadership for Racial & Social Justice*, CA Institute of Integral Studies, *Compassion Cultivation*, CCARE, Stanford Medical School)

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management (SHRM)
- Northern California Human Resource Association (NCHRA)
- San Francisco Planning & Urban Research Association (SPUR)