

## **SUMMARY OF QUALIFICATIONS**

- Over 20 years' experience as an investigator.
- Supervisory experience.
- Bilingual (Spanish).
- Certified Mediator.
- Strong analytical, communication, and writing Skills.
- Strong PC skills and knowledge of word processing applications.
- Diversity trainer.

## **PROFESSIONAL EXPERIENCE**

### **New Jersey Division on Civil Rights (DCR), Newark NJ**

#### **Investigator, January 2016 to now**

- Conduct highly complex & sensitive discrimination investigations.
- Interview witnesses, on-site visits, conduct fact finding conferences to address issues in dispute.
- Prepare and submit investigation reports.
- Mediate, conciliate, & prepare settlement agreements.
- Submit merit decisions of No Findings of Probable Cause or Findings of Probable Cause.
- Provide compliance training on Anti-Discrimination Laws and Regulations.

### **PSEG, Newark NJ**

#### ***Investigator/Sr.HR Consultant, December 2014 to June 2015***

- Investigated the company's internal claims of discrimination and egregious violations of company policy.
- Lead investigator for highly complex cases arising out of the company's chief financial officer's organization.
- Provided regular feedback to investigators on state and federal anti-discrimination laws and encouraged teamwork approach.
- Provided anti-discrimination training to employees.
- Provided regular feedback on policies, procedures, and problem-solving solutions.
- Communicated with management and director to maintain rapport, answered questions, and resolved problems.
- Conducted panel hearings in the company's arbitration proceedings.

### **New Jersey Division on Civil Rights (DCR), Newark NJ**

#### ***Investigator, 2002 to December 1, 2014***

#### **Investigator**

- Conducted complex investigations.

- Managerial role- directed internal operations and administrative functions of the investigative unit e.g., triaged cases, assigned cases to investigators, interviewed new personnel, and trained newly hired investigators
- Highly involved with DCR's Bureau of Outreach and Education as a trainer/presenter for both private and public sector.
- Recruited and selected new personnel.
- Assisted former manager in the backlog of 01 files e.g., ensuring investigatory procedures are met.
- Trained newly hired investigators on proper witness interviews
- Assisted newly hired investigators on agency protocols, investigative strategies, and settlement negotiation techniques.
- Conducted on-site visits and fact finding conferences.
- Interviewed witnesses, obtained testimony, and prepared Subpoenas.
- Analyzed documents and evidence.
- Reviewed evidence and made appropriate assessments.
- Negotiated Settlement Agreements.
- Submitted recommendation reports of cause findings.
- When warranted, conducted mediation sessions.
- Conciliated cases for all regional offices for DCR.
- Negotiated monetary compensation, equitable remedies, policy revisions and/or training.
- Prepared proposals for former Director.
- Developed and implemented new Conciliation Guidelines.
- Assisted former DCR Director in panel discussions as well as represented a former Director in official capacities.
- Supervised employees on special outreach projects, delegated duties and provided oversight and instruction to complete projects under deadlines.
- Team leader for DCR's Employer Advisory Council from 2006 to 2009 – an outreach initiative that focused on working with the employer community on compliance with LAD & FLA.
- Coordinated and oversaw meetings between employers and NJ Law & Public Safety high ranking officials on DCR's regulations, substantive law, addressing confidentiality, internal workplace investigations, and procedural issues about DCR's deadlines.
- Established and maintained public contact with interest groups, disability groups, business organizations, and community organizations.

**Office of the Public Defender, Newark, NJ**

***Appellate Administrator/Appellate Division. 2000 to 2002***

- Managed criminal and civil cases of indigent clients who were appealing criminal convictions or parental terminations.
- Prepared comprehensive reports for managing attorneys.
- Reviewed appellate record.
- Determined issues and sufficiency of evidence.
- Informed clients of their appeal process and status.

- Interviewed witnesses alleging the possession of introduction of new evidence that was not presented in the trial below.

**Chase Bank, St. Thomas U.S.V.I.**

***Legal Representative, 1994- 1995***

- Supervised a staff of 10 employees.
- Evaluated performance and encouraged teamwork.
- Oversaw the incorporation of U.S. companies in Virgin Island territory, serviced all legal matters, and oversaw the preparation of material on relevant USVI laws, agency regulations, and policy.
- Communicated regularly with the CEO's on operation of the department.
- Acted as the liaison between business executives and Virgin Island agencies to ensure successful filings.
- Ensured parties complied with U.S.V.I laws and regulations.

**Essex County Prosecutor's Office, Newark, NJ**

***Investigator/Child Abuse and Narcotic Unit, 1992- 1994***

- Interviewed witnesses in sexual criminal cases.
- Prepared complaints and reviewed evidence.
- Assisted with undercover wire-tapping investigations.
- Interviewed arrestees and prepared arrest reports.

**Office of the Essex County Public Defender, Newark, NJ**

***Investigator 1989 to 1992***

- Conducted criminal investigations.
- Interviewed defendants and witnesses.
- Reviewed public records to verify data.
- Analyzed facts and evidence and incorporated them in criminal case reports.
- Submitted reports to the Chief of Law Enforcement.
- Worked with attorneys, prosecutors, informants, and witnesses.
- While eligible, represented defendants in court proceedings for bail purposes.

**EDUCATION**

**Seton Hall School of Law**, Newark, NJ/ 2 ½ years (1986-1989). Among other subjects, studied civil litigation, constitutional law, drafted appellate briefs and submitted legal memorandum of law.

**Kean University**, Union, NJ. Admitted to the Nathan Weiss Graduate College in the Public Administration program. (4.0 GPA/did not complete for financial reasons)

**Rider University**, Lawrenceville, NJ, B.A. in History with a concentration in Latin American Studies (1985). Selected for an investigator/internship at the Office of The Public Defender's in Trenton, New Jersey.

**Fairleigh Dickinson University**, Madison, NJ: Paralegal Certificate, February 27, 1992

**Professional Association and Membership**

- Member of the NJ Hispanic Bar Association.

- Member of the Latino Leadership Alliance of NJ.
- Member of the New Start Career Network of NJ.
- Governing Institute of New Jersey, Secretary (2007-2010). Established a mentoring program to assist diverse individuals in their employment and professional lives.
- Sidney Reitman Employment Inn of Court, member (June 2007-June2009). Participated in a 2-year term with Employment Labor Law where I applied reasoning skills and argued mock motions and discussed legal issues in the field.
- Division on Civil Rights (DCR) Employer Diversity Council, Liaison/Team Leader (2006-2009). Assisted the Director in panel discussions as well as represented the Director in official capacities.
- New Jersey Industry Liaison Group, DCR liaison (2008-current). Represent DCR on panel discussions.

## **References**