

Julie A. Hudson, MPA, PHR, SHRM-SCP

832-414-5336

Jhudson5573@gmail.com

CAREER SUMMARY: Dedicated Human Resource professional with twenty years of experience managing full spectrum of HR programs, services, and functions. Strong command of employment laws and employee relations.

KEY SKILLS:

- Oral/Written Communication
- Employee Relations
- Facilitation
- Conflict Resolution
- Organization
- Detailed Oriented
- Project Management
- Critical Thinking/Decision Making
- Employment Laws
- Investigation
- EEO Compliance
- Presentation

EXPERIENCE:

EEO/Title VI Compliance Officer

Metropolitan Transit Authority of Harris County, Houston, TX 2015-Present

- Administers METRO's Equal Employment Opportunity (EEO)/Affirmative Action and Title VI Programs.
- Responsible for investigation and resolution of EEO complaints, closing an average of 30 complaints per year, within an average of 45 days.
- Monitors and audits METRO's subcontractors for EEO and Title VI compliance.
- Provides advice and counsel to employees and management regarding regulatory and compliance related issues.
- Develop and facilitate agency's compliance training programs (*Respectful Workplace, Harassment Prevention*), best practice toolkits, and outreach strategies, resulting in 22% decrease of internal EEO complaints from FY16-FY18.

Adjunct Instructor

Houston Community College, Houston, TX

2015-Present

Prepare Human Resource Professionals for HRCI certification exams

Principal Consultant/Corporate Trainer

YBR Associates, LLC, Houston, TX

2014-2015

- Partnered with clients to identify professional training and development solutions, which includes research, evaluation, and recommendation of relevant training programs.
- Facilitated interactive, motivational seminars on a wide variety of topics including, but not limited to, harassment prevention, ADA and workplace accommodations, organizational change, resume writing/interviewing, professional branding, performance management and customer service.
- Created end-user resources such as presentations, job aids, facilitator/participant guides and assessment tools.

EEO Specialist

MD Anderson, Houston, TX

2012-2014

- Designed and developed target specific course materials for educational programs and organizational training of managers, employees and HR business partners regarding employee complaints and investigations.
- Investigated confidential employee and EEO complaints; Partnered with HR business partners and legal counsel to provide guidance on employee complaints.
- Evaluated all documentary evidence submitted by the complainant and the accused, along with preparation of interrogatories for the employee, the accused and any potential witnesses. Drafted sworn declarations while organizing all documentary evidence into a formal case file.
- Drafted Position Statements in response to EEOC charges; Developed Report of Findings to the HR business partners as well as management; Generated a Case Status Report - Number of hours worked, problems encountered and other applicable issues.

HR Consultant

Verizon, Houston, TX

2006-2012

- Conducted internal investigations to respond to compliance issues, employee relations and EEO charges along with implementation of programs and initiatives that resulted in a 26% reduction in local compliance complaints.
- Served as technical advisor to management on organization policy and procedure implementation
- Reviewed and drafted disciplinary action and performance improvement plans, as well as ADA workplace accommodations.

EDUCATION:

Master of Public Administration – HR Concentration
Texas Southern University, Houston, TX

Bachelor of Science - Political Science
University of Houston, Houston, TX

CERTIFICATIONS:

PHR-2008; SHRM-SCP-2018

AFFILIATIONS: Society for Human Resources Management (SHRM); HR Houston