



AMELIA MOORE

Senior Equal Opportunity Specialist

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PROFESSIONAL SUMMARY

Results-oriented Equal Opportunity Specialist with over 7 years of experience in developing and managing comprehensive EEO programs. Proven expertise in investigating complaints, ensuring compliance with federal regulations, and fostering an inclusive workplace culture. Committed to advancing diversity initiatives and enhancing organizational effectiveness through strategic planning and training.

WORK EXPERIENCE

Senior Equal Opportunity Specialist

Seaside Innovations

📅 May / 2020-Ongoing

📍 Santa Monica, CA

1. Managed the Equal Opportunity Program for over 5,500 military and civilian personnel, ensuring compliance with federal EEO regulations.
2. Developed and executed training initiatives for leadership on EEO policies and best practices.
3. Conducted thorough investigations of EEO complaints, providing detailed reports and recommendations.
4. Performed organizational assessments using surveys and interviews to identify barriers to equal opportunity.
5. Ensured compliance with union agreements and facilitated conflict resolution processes.
6. Educated personnel on the EEO complaint process, enhancing understanding of Title VII and ADA regulations.
7. Reviewed and analyzed EEO complaints, determining appropriate actions for resolution.

Equal Opportunity Specialist

Cactus Creek Solutions

📅 May / 2018-May / 2020

📍 Phoenix, AZ

1. Identified instances of systemic discrimination in compliance with Title VI of the Civil Rights Act and other relevant legislation.
2. Monitored grantee activities to ensure adherence to EEO commitments and compliance terms.
3. Gathered and analyzed workforce data to inform EEO complaint investigations and program development.
4. Facilitated orientation sessions for new personnel, ensuring awareness of EEO resources and policies.

EDUCATION

Master of Arts in Human Resources Management

University of Phoenix

📅 May / 2016 - May / 2018

📍 Chicago, IL

Focused on developing effective human resource strategies and policies to promote equal opportunity and diversity.

SKILLS

Diversity Training



Conflict Resolution



Investigative Skills



Report Writing



Public Speaking



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

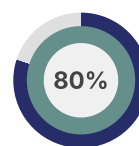
🔍 Criticality

☰ Detail-oriented

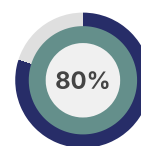
🤝 Diplomacy

😊 Enthusiasm

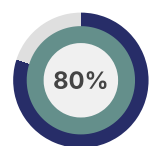
LANGUAGES



English



Dutch



Spanish

ACHIEVEMENTS

★ Successfully reduced EEO complaint resolution time by 30% through streamlined processes.

★ Implemented training programs that increased employee awareness of EEO policies by 50%.