

# Dora Mendez, MPA (She/Her/Ella)

Non-Profit | Professional | Uplifting | Race Equity & Inclusion

Mission-driven talent and culture professional with 12+ years of experience in employee engagement, diversity, equity, inclusion, and leadership. An expert at interpreting employment law into workplace policy and practice; moreover, proven dexterity in training, professional development and strategic planning.

## Phone

(917) 805-7227

## E-mail

[DoraMendezMPA@gmail.com](mailto:DoraMendezMPA@gmail.com)

## Website

[linkedin.com/in/profdmendez](https://www.linkedin.com/in/profdmendez)

---

## Skills

- Public Speaking
- Facilitation
- Team building
- Microsoft 365: Excel, Outlook, PowerPoint, SharePoint, Teams and Word
- Google G-Suite
- HRIS Systems
- Learning Management Systems
- Coaching
- Zoom

---

## Affiliations

- **Society of Human Resources Managers (SHRM)** | 2012 - Present
- **www.idealists.org**  
Compensation Advisory Committee | 2019 - 2020
- **Human Resources Professional Association of Non Profits (HRPANO)** | 2012 - 2020
- **YWCA of the City of New York**  
Board Member | 2007 - 2014

## Professional Experience

**Vice President of Human Resources and Chief Diversity Equity and Inclusion Officer** 2022 - Present  
United Hospital Fund of NY (UHF) New York, NY

- Leadership expert advising on people, culture and diversity, equity and inclusion (DEI) strategy, **wellness and joy**.
- Co-create, develop and launch new initiatives centered in DEI best practices such as: Employee/Board engagement, employee recognition program, **SMARTIE goals process**, inclusionary hiring practices, return-to-work task and finish group.
- Embed a **data-driven approach** to leverage our HRIS system analytics to innovate, audit and streamline systems collaboratively across the organization and talent cycle.

**Director of Talent and Diversity, Equity, and Inclusion** 2021 - 2022  
Student Leadership Network New York, NY

- Drive DEI strategy and manage the full spectrum of Human Resources functions across the Talent lifecycle including reasonable accommodations requests.
- Develop and implement an updated **performance management system** including annual appraisal process centered in DEI best practices.
- Manage COVID-19 reopening, developing new health and safety protocols including Vaccination Policy.
- **Data and HRIS management** converting HR functions to paperless operations e.g. virtual on-boarding.

**Human Resources Director** 2019 - 2021  
New York Legal Assistance Group (**NYLAG**) New York, NY

- Manage the 300+ People functions and operations including implementation of **Racial Equity, Diversity and Inclusion Initiative (REDI Committee)**.
- Lead HR team to ensure compliance and development included training staff in **structural interviewing to de-bias recruitment and hiring practices**.
- Benefits administration of a **proactive compensation and rewards program for equity**, retention, effective performance management while maintaining non-profit market competitiveness.

**Director of Human Resources (HR)** 2016 - 2019  
The Bridge, Inc. New York, NY

- Manage the HR integration of acquired affiliate organization Weston United Community Renewal, Inc. including implementation of new pay roll/HRIS system and **reducing vacancy rate from 21% - 4%**.
- Align goals and strategy between two agencies 500+ staff, 15+ programs while managing a small HR and admin team.
- **Labor Relations** (SEIU1199) on grievances and progressive disciplinary process.

## Certifications and Trainings

- **Notary Public** – New York State Department of State
- **Certified Trainer** – Mandated Reporting NY State Office of Children and Family Services
- **Certificate Multicultural Competency and LGBTQI** – Homeless Services United (HSU)
- **Win Academy (Win A)** – Evidence-based methods in social service e.g. Motivational Interviewing
- **RACE FORWARD – NY** Community Trust Learning Lab for Racial Equity and Organization Change

---

## Education

- **John Jay College of Criminal Justice** City University of New York  
*New York, NY*
- + Master's in Public Administration (MPA)
- + Specialization in Management and Operations
  
- **Iona University**  
*New Rochelle, NY*
- + B.A. in History
- + Dean's List
- + Phi Alpha Theta National Honor Society
- + National Hispanic Scholarship Fund awards
- + The Patrick J. Foley Memorial Scholarship

**Director of Workforce Training and Development** 2012 - 2016  
**Win** (formerly Women in Need) *New York, NY*

- Create and implement training plan for 400+ employees across 12 sites.
- Lead the design and implementation Win's Internship program.
- **Continuously develop knowledge of employment law and regulations**, including drafting workforce policies e.g. Fair Chance Act.
- Cultivate employee relations by coaching, mentoring, investigating complaints, handling ADA and Parental leave **accommodations requests; manage risk.**

### Human Rights Specialist 1 (Spanish Language)

NY State Division of Human Rights (NYSDHR) 2008 - 2011  
Office of Sexual Harassment Issues *Brooklyn, NY*

- Enforce NY and Federal Civil Rights laws by **investigating discrimination complaints**. Analyze evidence, witness interviews, facilitate conciliations and fact-finding conferences, and submit findings on over **275 determinations**.
- Provide technical assistance to the public, conduct bi-lingual (in English & Spanish) outreach and training.

### Outreach and Special Projects Coordinator

Fair Housing Justice Center of Help USA (**FHJC**) 2005 - 2008  
*New York, NY*

- **Lead city-wide fair housing survivor's education pilot** project for HELP USA's domestic violence shelters.
- Support Executive Director by drafting grant proposals, performance and budget reports and external affairs, coordinating education activities.
- Initially hired as Investigation Coordinator **recruiting, training and managing over 3 dozen per-diem testing employees.**

### Director of the District Office

New York City Council Member 2002 – 2005  
Manhattan District 6 *New York, NY*

City Council member is an elected representative for Manhattan's Upper West Side and Clinton communities.

- District office management, community organizing, constituent services, **public policy and legislative work**

### Additional Experience

#### Adjunct Professor

City University of NY

2010 – Present

*New York, NY*

- Teach evening and/or online/hybrid courses for the Public Management Department