

Yahaira Lopez

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SKILLS SUMMARY: Proven program manager and human capital manager with 17 years of experience, including 8 years in the Obama-Biden Administration across three federal agencies. Skilled at developing and maintaining relationships with stakeholders, partners, and employees. Versed in managing competing priorities, negotiating and resolving conflicts between parties, and coalition building within a team. Capable of maintaining a high degree of sensitivity and discretion in dealing with confidential matters. Fluent in Spanish. Top Secret Clearance eligible (adjudicated in 2015).

TRAINING & MEMBERSHIPS

- President's Leadership Workshop, selected for six-month White House leadership course for political appointees
- Project Management, USA Graduate School
- Introduction to Supervision, USA Graduate School
- Project Evaluation, USA Graduate School
- Coaching Basics, Georgetown University Institute for Transformational Leadership
- Professional Member of the Society for Human Resource Management (SHRM)

PROFESSIONAL EXPERIENCE

Hawkfish LLC; New York City, NY (remote work from Maryland)

Director of People Operations (supervisory position) (yearly salary: (b) (6))

May 2020 – Present

Directing human resources operations for a digital media and technology start-up company with 150 employees.

- Planned and executed recruiting and hiring functions, bringing onboard over 30 employees in 2 months.
- Guided managers on performance improvement plans, progressive disciplinary actions, and severance agreements.
- Advised on pay equity and salary negotiation for new hires as well as re-leveling compensation across the organization.
- Led the review of company policies and deployed process improvements for new hire onboarding, offboarding, time and attendance protocols, remote work policies, and diversity, equity and inclusion initiatives.
- Planned and facilitated racial equity listening sessions with employees and partnered with vendors to provide mandatory implicit bias and anti-racist training across the organization.
- Acted as PEO relationship manager overseeing payroll and benefits administration.
- Led planning of company-wide closure and layoff of over 100 employees.

Joe Biden Readiness Project (Biden-Harris Presidential Transition); Remote

Volunteer on the Operations Team

Oct 2020 – Jan 2021

- Created a system to track completion of new hire Ethics and IT orientations for full-time employees, volunteers, and agency review team members.
- Generated reports to identify employees who needed to be scheduled for new hire orientations.
- Consolidated personnel data by pulling records from seven different portals into a folder that allowed employees to access their records online all in one place.
- Conducted compliance review of hundreds of donors to identify errors and duplicates.

Kamala Harris for the People Presidential Campaign; Baltimore, MD

Human Resources Director (supervisory position) (yearly salary: (b) (6))

May 2019 – Feb 2020

Served as the sole HR practitioner for a presidential political campaign of over 300 employees located across eight states.

- Guided managers on development of performance improvement plans and progressive disciplinary actions.
- Advised Campaign management team on collective bargaining negotiations with 150 unionized employees.
- Maintained regular office hours for coaching and counseling of employees and managers to cultivate talent, improve performance, and resolve sensitive employee grievances, including investigations into allegations of harassment.
- Developed and presented trainings for staff around sexual harassment, new hire onboarding, and management fundamentals training for first-time supervisors.
- Performed the duties of an ADP payroll specialist by processing a monthly payroll of up to \$1.5 million and preparing over 400 employee W-2s.
- Managed employee benefits programs including health insurance, flexible spending accounts, commuter benefits and employee assistance program.
- Planned and orchestrated organization-wide shut-down operations for human resources in the span of two months.

**Housing Opportunities Commission of Montgomery County; Gaithersburg, MD
Administrative and Special Assistant to the COO (non-exempt employee)**

Nov 2018 – May 2019

Provided executive administrative support to the Director of Property Management (Director) and served as a Special Assistant to the Chief Operating Officer (COO), as well as operations and office management for an office of eight staff.

- Project Manager to the COO in development of staff reorganization plan for the Property Management Division.
- Managed the COO and the Director's daily schedules.
- Initiated preparation and execution of purchase orders and vendor contracts.
- Maintained liaison with 10 remote property Hubs throughout Montgomery County, daily distributing vendor invoices, inspection notices, tenant correspondence, and urgent maintenance requests.

**Alcoa Corporation, Office of Governmental Affairs & Sustainability; Washington, DC
Administrative & Operations Manager (non-exempt employee)**

Oct 2017 – Feb 2018

Provided executive support to the Senior Vice President (SVP), Global Government Affairs and Sustainability, as well as operations oversight and office management of an office with 12 global/virtual staff.

- Developed standard operating procedures and documented office policies in Operations Manuals.
- Administered and audited yearly organizational budget of over \$1.5 million. Initiated preparation and execution of purchase orders and vendor contracts.
- Managed the SVP's daily schedule, booked travel arrangements, and maintained her contact database.
- Maintained liaison with over 45 business vendors including telecommunications infrastructure, printing services, consultant services, office suppliers, trade group memberships, facilities management, etc.

Obama-Biden Administration

U.S. Department of Transportation, Office of the Secretary of Transportation; Washington, DC

White House Liaison (supervisory position) (GS 15)

Jun 2016 – Jan 2017

Deputy White House Liaison (GS 13)

Sep 2015 - Jun 2016

Member of Secretary Anthony Foxx's senior leadership team, advising on personnel for an agency with 100 political appointees across ten business units.

- Performed more than 40 personnel actions, often completing hires or promotions within a required time frame of less than 30 days.
- Member of the transition team preparing for a transfer of leadership between the Obama and Trump Administrations.
- Partnered with employees and managers to communicate and maintain oversight of federal personnel policies & laws to hire, appraise, and terminate staff.
- Led talent management strategy, including planning over 20 professional development & training events and two off-site, multi-day staff retreats with the Secretary of Transportation.
- Identified gaps and opportunities for senior leadership to proactively reward, recognize and retain employees.
- Conducted online employee and manager surveys to evaluate workplace culture, training and development needs.
- Generated financial forecasts for salaries and benefits in coordination with the Office of the Chief Financial Officer.
- Led quarterly workforce/succession planning and talent strategy to identify opportunities for promotions, professional development, and to backfill upcoming vacancies.

U.S. Department of Defense, Office of the Secretary of Defense; Washington, DC

Special Assistant to the White House Liaison (GS 12)

Jul 2014 – Sep 2015

Performed the duties of a Human Resources Generalist for an agency with 300 political appointees across 14 business units.

- Managed 17 participants of the Defense Fellows Program, a unique 18-month experiential program meant to transition diverse entry-level candidates into competitive positions at the Pentagon.
- Designed a mentoring program pairing senior and junior staff to expand employee professional networks, build up teams, and share knowledge across isolated offices.
- Improved agency on-boarding to better integrate new hires into the organization by developing robust welcome materials, scheduling regular check-ins, and offering new employee training.
- Launched a monthly Employee E-Newsletter with unique templates and content in each issue recognizing personal and professional achievements and awards for individuals and teams.

U.S. Department of Agriculture (USDA), Natural Resources Conservation Service; Washington, DC

Confidential Assistant to the Chief (GS 12)

Oct 2012 – Jul 2014

Special Assistant to the Chief (GS 11)

Jun 2009 – Oct 2012

Managed high priority special projects for senior officials with emphasis on tracking project metrics, advising on conservation policy, and developing and maintaining effective relationships with staff, constituents, and partners.

- Led Departmental coordination for several of Secretary Vilsack's priority initiatives including:
 - leading agency efforts on the launch of the Coral Reef Task Force Watershed Partnership Initiative; a pilot project within the Guánica/Río Loco Watershed in Southwest Puerto Rico to help improve the conditions of coral reefs. The success of this pilot spurred two additional projects in Hawaii and American Samoa.
 - serving as Chief of Staff to the StrikeForce for Rural Growth & Opportunity initiative; an effort to enhance the viability and profitability of small, beginning, and socially-disadvantaged farmers & ranchers in 16 states.
- Scheduled & chaired internal staff meetings and represented agency leadership at external events with constituent and special interest groups.
- Coordinated with legislative, communications and policy staff to draft newsletters, press releases, and talking points for speeches and public statements by the Chief and other senior officials. Planned congressional briefings and arranged press conferences and media events.
- Led a new effort to assist Public Affairs Specialists in producing legislative fact sheets to communicate the environmental benefits of agency conservation programs to their Congressional representatives.
- Led 20 focus groups with 275 youth nationwide to enhance agency recruitment and retention strategies and provided recommendations for the creation of an agency youth outreach office.
- Coordinated six listening sessions with hundreds of constituents for President Obama's America's Great Outdoors initiative.
- Collaborated with the Environmental Protection Agency and National FFA on a national Source Water curriculum for agricultural educators.

SCA (formerly The Student Conservation Association); Arlington, VA

Office Manager – Southeast Regional Office

Jan 2007 – Jun 2009

Managed an office of 20 staff and served as HQ office liaison for HR, facilities, risk management, and operations.

- Prepared and oversaw yearly administrative budget of \$150,000 and monitored office expenditures.
- Created and managed a new internship program and increased hiring of temporary Federal Work Study students from local universities by 200%. Supervised up to three interns each semester.
- Member of Planning and Coordination Committee for the organization's 50th Anniversary event titled "EarthVision"; a three-day Summit that gathered 500 youth from all over the world in Washington, DC.
- Organized eight alumni/donor events and served as a spokesperson/recruiter at over fifteen public events.

EDUCATION

Southern Oregon University; Ashland, OR (2006)

- MS Biology, Environmental Education (coursework completed, 52 credits)
- National Certification in Nonprofit Management & Leadership by the Nonprofit Leadership Alliance

University of Puerto Rico; Humacao, PR (2003)

- BS Biology, Wildlife Management