



- Designed and facilitated Management Development Training Programs in performance appraisal and structured interviewing methodology that has streamlined the hiring and selection process and reduced cost per hire.
- Established performance appraisal and development programs for management, professional, technical and administrative personnel.
- Selected and implemented HRIS system for efficient human resources management.
- Introduced new employee leave policy that resulted in cost savings and more efficient handling of leave time.
- Initiated Internet as part of recruitment strategy to identify qualified personnel.
- Investigate and resolve internal complaints and grievances on issues of compliance with regard to fair employment practices and government regulations including ADA.
- Direct development and implementation of Affirmative Action plans.
- Expertise in Immigration issues involving company's employment of Foreign Nationals of Distinguished Merit.
- Manage a group of 12 Human Resources, Security and Administrative professionals.

**Lockheed Martin – Bethesda, MD**

1995-1998

*A highly diversified advanced technology company with core businesses in aeronautics, electronics, energy and environment, information and technology services, and space and missiles, with annualized sales of approximately \$30 billion.*

**Corporate OD Consultant (with STI)**

- Designed, Developed, Implemented and Managed a Benefits Manual for Lockheed Martin's company-wide Plan Administrators.

**L.B. Griffin & Associates, Inc. – Washington, DC**

1981-1986

*A multi-million dollar diversified technology company, which provides computer and engineering services to the Department of Energy in support of its nuclear energy programs.*

**Manager, Administrative Services (1983 – 1986)**

- Directed Human Resources organization responsible for recruiting, compensation administration, employee benefits, EEO administration and training.
- Managed property management, security and technical writing operations.
- Served as coordinator for employee suggestions and management representative on job evaluation and Affirmative Action Program committees.

**Senior Personnel Administrator (1981-1983)**

- Coordinated recruitment of exempt and non-exempt technical and administrative personnel.
- Wrote recruitment advertisements and job posting procedures.
- Conducted orientation programs.
- Monitored and audited relocation costs and agreements.

**Affiliations**

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Academy of Human Resource Development (AHRD)  
Society of Human Resources Management (SHRM)  
National Black MBA Association  
National Capital Area Human Resources Association (NCA-HRA)  
Black Human Resources Network (BHRN)  
National Association of African Americans in Human Resources (NAAAHR)