

Dora Mendez

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PROFESSIONAL SUMMARY

Result driven C-Suite Executive with a passion for building inclusive workplace cultures and high performing teams. Proven ability to translate employment law into actionable workplace policies and practices. Trusted advisor and strategic partner in all aspects of people operations.

WORK HISTORY

Founder and CEO at Coach Dora LLC

March 2024 - Present (1.5 Years)

- Coach leaders, entrepreneurs, employee resources groups, and organizations to develop and implement strategic goals for social impact.
- Consult with businesses and organizations to solve Human Resources (HR) problems so they can focus on growth.
- Fractional Chief Human Resources Officer (CHRO) proven track record implementing employee engagement programs, performance management systems, learning and development, facilitating workshops and courageous conversations.

Vice President of Human Resources and Chief Diversity Equity and Inclusion Officer at United Hospital Fund of NY (UHF)

September 2022 - March 2024 (1.5 Years)

- Leadership expert advising on people, culture, wellness and diversity, equity and inclusion (DEI).
- 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 at Student Leadership Network

January 2021 - September 2022 (2 Years)

- Drive DEI strategy and manage the full spectrum of HR functions across the Talent lifecycle including recruiting and hiring.
- Develop and implement a streamlined performance management system e.g. annual performance appraisals.
- Manage COVID-19 reopening, updating 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 at New York Legal Assistance Group (NYLAG)

January 2019 - December 2020 (2 Years)

- Manage the 300+ People functions and operations including the implementation of the Racial Equity, Diversity and Inclusion Initiative (REDI Committee).
- Led HR team to ensure compliance and training staff in structural interviewing to de-bias recruitment and hiring practices.

- Benefits administration of a proactive compensation and rewards program for equity, retention, and effective performance management while maintaining non-profit market competitiveness.

Director of Human Resources at The Bridge, Inc.

May 2016 - December 2018 (3 Years)

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

Director of Workforce Training and Development at Win (formerly Women In Need)

May 2012 - May 2016 (4.5 Years)

- Create and implement training plan for 400+ employees across 12 sites.
- Lead the design and implementation of 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 managing risk.

Educator & Law Enforcement Work History at Public Service Experience

January 2000 - April 2012 (12.5 Years)

- Adjunct Professor John Jay College of Criminal Justice - City University of NY (2010 - present)
- New York State Division of Human Rights Human Rights Specialist 1 (bi-lingual English Spanish)
- Fair Housing Justice Center of HELP USA Education Coordinator
- New York City Council District 6 District Office Director
- Department of Justice EDNY Paralegal Specialist (outstanding scholar program)

EDUCATION

Iona University - Bachelor's degree BA

Graduated

- History

John Jay College of Criminal Justice City University of New York - Masters Degree MPA

Graduated

- Public Administration

SKILLS

- HRIS Systems, 12 years
- Learning Management Systems, 10 years
- Content Creator Podcast Host, 5 years